

# TOWN OF DICKINSON – BUILDING PERMIT APPLICATION



Code Enforcement: 531 Old Front Street Binghamton, NY 13905 Phone: 607-723-9401 Email: code@townofdickinson.com

Permit Number \_\_\_\_\_

Date: \_\_\_\_\_

Application is hereby made for permission to:

Extension \_\_\_\_\_

Erect      Alter      Extend      Demolish      \_\_\_\_\_  
Type of structure

Location: \_\_\_\_\_  
Number      Street      Town

OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tax Map # \_\_\_\_\_

Project Description: \_\_\_\_\_

General Contractor: \_\_\_\_\_ PHONE # \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ PHONE # \_\_\_\_\_

Zoned \_\_\_\_\_ Flood Area \_\_\_\_\_ Elevation \_\_\_\_\_

Present Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Est. Bldg. Cost \$ \_\_\_\_\_ Floor Area \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_ Sewer Permit No. \_\_\_\_\_ Water Permit No. \_\_\_\_\_

**ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL THE APPLICABLE LAWS AND REGULATIONS AND IN ACCORDANCE WITH THE PLANS SUBMITTED HEREWITH. RIGHT OF ENTRY OF THE BUILDING OFFICIAL AND INSPECTORS TO PERFORM THEIR DUTIES IS ACKNOWLEDGED.**

Applicants Signature: \_\_\_\_\_

Date Received: \_\_\_/\_\_\_/\_\_\_

Reviewed by: \_\_\_\_\_

Approved:  Denied:

Reason: \_\_\_\_\_

Special approval needed by:  Zoning Board     Planning Board     Other     None

**CONTINUE TO PAGE TWO READ AND SIGN**

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## APPLICATION FOR A BUILDING PERMIT

### IMPORTANT NOTICES: READ BEFORE SIGNING.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Dickinson, and all other applicable codes, rules, or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at Town of Dickinson (Monday thru Friday 9 am to 4 pm) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e., electrical work later to be covered by a wall). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **OWNER HEAREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT AT ANYTIME WITHOUT PRIOR NOTICE THE SUFFICIENCY OF THE WORK BEING DONE PERSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker's compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon the subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in. over, under, or upon any city street or right-of-way.
8. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

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## CHECKED AREAS ARE APPLICABLE:

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| CURB CUT TO BE REPLACED PER TOWN SPECS. | INSUFFICIENT STREET SETBACK     |
| FINAL ELECTRICAL APPROVAL PRIOR TO C.O. | INSUFFICIENT SIDE OF REAR YARD  |
| CERTIFICATE OF OCCUPANCY NECESSARY      | USE NOT PERMITTED IN DISTRICT   |
| PERFORMANCE BOND MAY BE NECESSARY       | COMBINATION OF USES NOT PERM    |
| FENCE AROUND POOL REQUIRED              | PARKING DOES NOT MEET STANDARDS |

ADDITIONALREMARKS\_\_\_\_\_

BOARD OF APPEALS ACTION \_\_\_\_\_

Signature\_\_\_\_\_

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## INSPECTIONS

It is the owner's responsibility to contact the Code Enforcement Office at the Town Hall, 531 Old Front St Binghamton, NY 13905 or call 607-723-9401 ext. 212 at least 48 hours before the owner wishes to have an inspection conducted of the following:

1. Footing
2. Foundation
3. Structural
4. Insulation
5. Plumbing
6. Electrical Inspection (Must Be Done By A Third Party. Must Provide Certificate of Compliance)
7. Final Inspection

Do not proceed to the next step of construction until each separate inspection has been done, otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

## **Minimum Plot Plan Information**

**All Items Listed Below must be shown to scale on the plot plans. If not shown, your plans will be rejected.**

1. Two Complete sets of plot plans, minimum sheet size 18x24 (1 will remain with the permit application, 1 will be returned with the permit siY1ed by the inspector as the official copy.)
2. Show scale used i.e. (1" = 1 foot)
3. Show North arrow

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4. Plot plans must be clear and legible (show entire parcel regardless of size, show all property line dimensions).
5. Show the foot print of all existing and proposed structures to scale, and labeled as either " Existing" or " proposed " (do not show " Future "structures).
6. Identify the use of each structure and include a summary/table of square footages and show location of all existing and proposed electrical services.
7. Indicate the required Front, exterior sides and rear yard setbacks. And building setbacks.
8. Survey pins shall be located.
9. Identify and show location of wells and septic systems.
10. Indicate property owners name, current address and parcel address
11. Indicate Tax Map#
12. Indicate Driveways and parking areas
13. Show all existing easements, roads, streets\

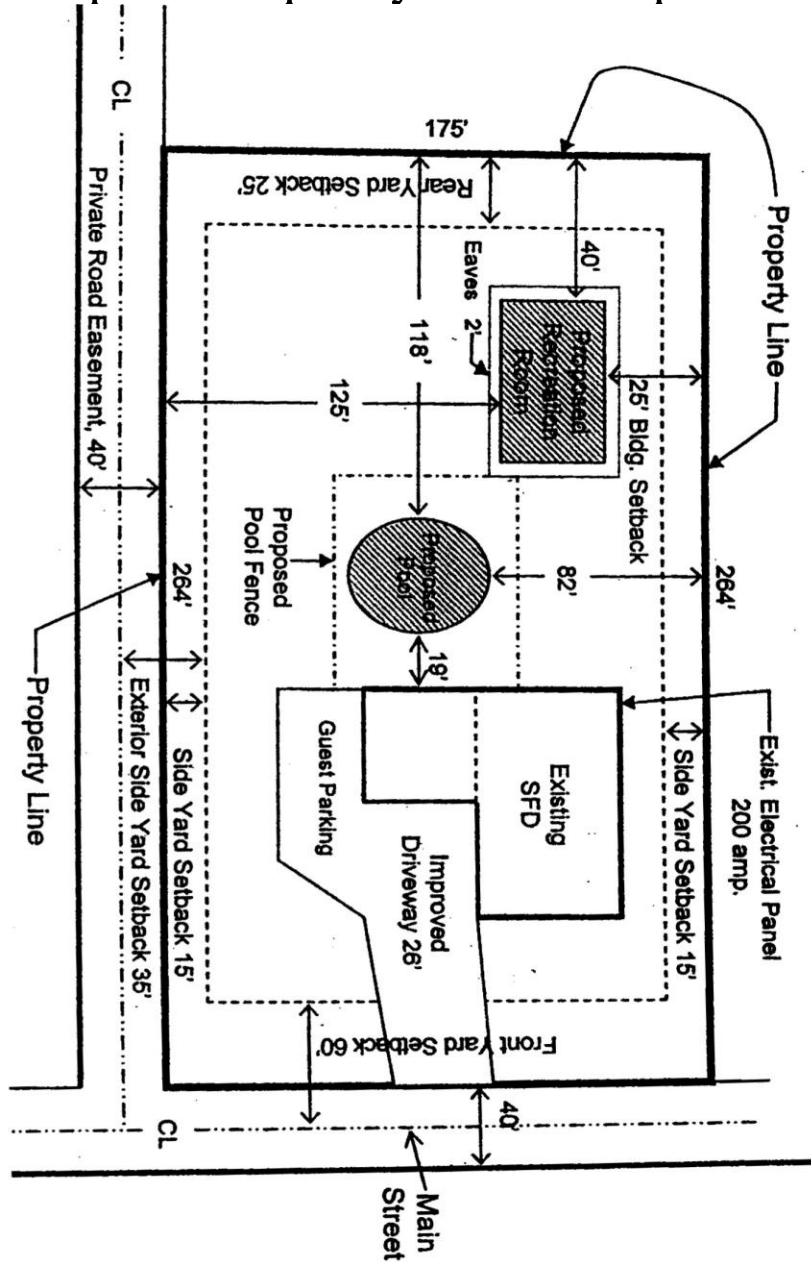
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This office will expect the quality of the sample shown

## Plot Plan Sample



- Stormwater Notes:**
1. Stormwater BMP's must be shown on the plot plan or on an Erosion Control Plan that is a separate page of the plans. See form DPLU #272 for a sample of how these BMP's must be presented.
  2. If a grading or topographic plan is used, the grading and topographic information must not interfere with the clarity and presentation of the plot plan information.

DPLU #090 (09/19/2007)

Page 2 of 2

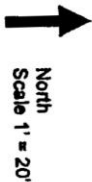
**Owner:**  
 Carl Sample  
 123 Sample Street  
 Sample Town, US 90000  
 Ph. 700-700-7000

**Contact:**  
 Mike Sample  
 124 Sample Street  
 Sample Town, US 90000  
 Ph. 700-700-8000

**Site Address:**  
 123 Sample Street  
 Sample Town, US 90000  
 APN# 500-500-50  
 2.8 acres (net)

**Summary Table**

| Existing:                   | Proposed:                     |
|-----------------------------|-------------------------------|
| SFD, 2,500 sq.ft.           | Recreation room, 1,200 sq.ft. |
| Attached Garage, 800 sq.ft. | Pool 850 sq.ft.               |



### Vicinity Map:

