

# APPLICATION FOR A BUILDING PERMIT

PHIL GREEN – CODES ENFORCER CELL 315-868-7553

VILLAGE OFFICE PHONE 315-891-7645

VILLAGE OF MIDDLEVILLE

**NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT:  
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.**

## PART 1: GENERAL INFORMATION

### 1. Project Location and Information

Number and Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Current use of the Property/Building: \_\_\_\_\_

Proposed use of the Property/Building: \_\_\_\_\_

### 2. Owner Identification

Owners Name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

### 3. Type of Construction or Improvement

☐ New Building – Proposed use is: \_\_\_\_\_

☐ Conversion – Current use is: \_\_\_\_\_ Proposed use is: \_\_\_\_\_

☐ Addition

☐ Alteration

☐ Repair/Replacement

☐ Relocation

☐ Demolition

☐ Misc. Structure or Equipment

### 4. Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Estimated Project Cost:

Contractors estimate for the work to be performed: \_\_\_\_\_

If the work is to be performed by the homeowner: \_\_\_\_\_

**CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE- OFFICIAL USE ONLY**

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Special approval needed by: ☐ Zoning Board ☐ Planning Board ☐ Downtown Development  
☐ Historic Review Board ☐ Plumbing Inspector ☐ Other ☐ None

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## PAGE 2 DESIGNERS AND CONTRACTORS

- 1. Architect/Engineer** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 2. General Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 3. Electrical Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 4. Plumbing Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 5. Mechanical Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 6. \_\_\_\_\_ Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
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## PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. Addition will be used as : ☐ Family Room ☐ Living Room ☐ Kitchen ☐ Den ☐ Bedroom  
☐ Full Bath ☐ Half Bath ☐ Other
7. Basement: ☐ Full ☐ Partial ☐ Crawl ☐ Pier ☐ Slab
8. Garage: ☐ Attached ☐ Detached Utilities: ☐ Electric ☐ Gas ☐ Other
9. Deck/Porch: ☐ Open ☐ Covered ☐ Enclosed ☐ Screened ☐ Other

# APPLICATION FOR A BUILDING PERMIT

## AFFIDAVIT OF EXEMPTION TO SHOW SPECIFIC PROOF OF WORKERS' COMPENSATION INSURANCE COVERAGE FOR A 1, 2, 3 OR 4 FAMILY, OWNER-OCCUPIED RESIDENCE

**\*\*THIS FORM CANNOT BE USED TO WAIVE THE WORKERS' COMPENSATION RIGHTS OR OBLIGATIONS OF ANY PARTY\*\***

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family **owner-occupied** residence (Including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping perform such work.
- ☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- Acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB – 100 exemption form; OR
- Have the general contractor performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (Including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

\_\_\_\_\_  
Home Telephone Number

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
(COUNTY CLERK OR NOTARY PUBLIC)

# 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 Uniform Fire Prevention and Building Code, the Code of Ordinances of the Village of Middleville, and all other applicable codes, rules or regulations.
2. It is the owners responsibility to contact the Code Enforcement Office at 315-891-7645 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" HAD 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 HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT 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 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 had been issued.
6. Work undertaken pursuant to this permit is conditioned upon and 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 Village 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  
(please print name)

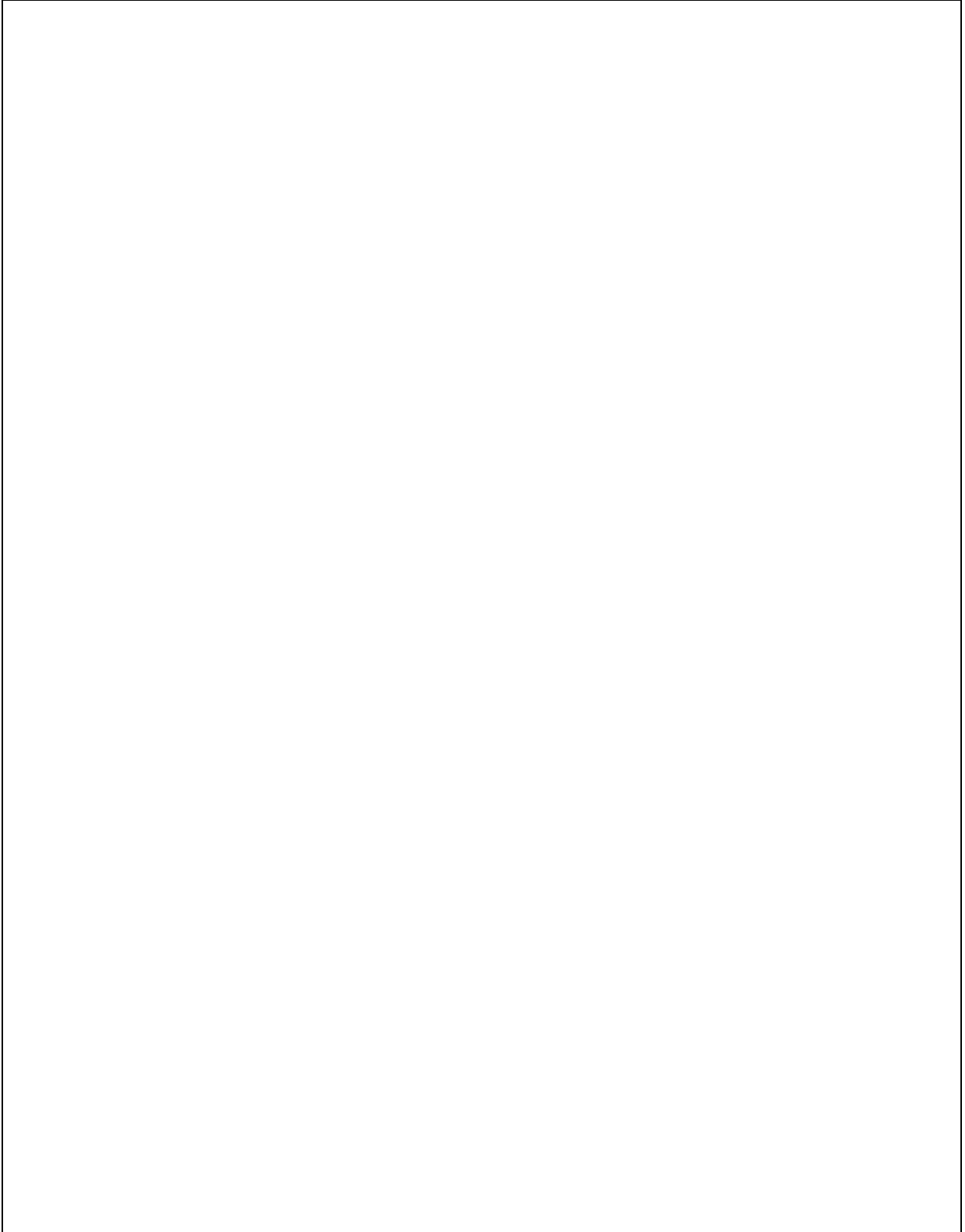
**Owner of the property described within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on the application are true.**

\_\_\_\_\_  
(Signature)

/\_\_\_\_\_  
(Date)

# APPLICATION FOR A BUILDING PERMIT

MAKE SKETCH ON THIS SHEET

A large, empty rectangular box with a thin black border, intended for a sketch. It occupies the majority of the page below the text instructions.

# APPLICATION FOR A BUILDING PERMIT

## BUILDING PERMIT FEES VILLAGE OF MIDDLEVILLE

**\*\*NOTE: PLEASE MAKE CHECKS PAYABLE TO  
"VILLAGE OF MIDDLEVILLE"**

### Residential Buildings and Additions

Up to 1,000 Sq. feet of floor area	\$100.00
1,001 - 2,000 Sq. feet of floor area	200.00
2,001 - 3,000 Sq. feet of floor area	300.00
3,001 - 4,000 Sq. feet floor area	400.00
Over 4,001 Sq. feet additional 100 Sq. ft	100.00

Mobile Homes	\$250.00
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Decks/Porches	\$ 25.00
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Inground Pools	\$100.00
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Above Ground Pools	\$ 30.00
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Above Ground Pools with Deck	\$ 85.00
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Fences	\$ 25.00
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Structural Alterations	\$ 25.00
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Renewal of Permit	\$ 25.00
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Certificate of Occupancy	
With Building Permit	\$ 0.00
Without Building Permit	\$150.00

Septic Systems	\$ 30.00
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Variance Application Fee	\$ 50.00
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### All Non-Dwellings (Utility, Storage, Garage Sheds)

100-1,000 Sq. feet of floor area	\$50.00
1,001 - 2,000 Sq. feet of floor area	100.00
2,001 - 3,000 Sq. feet floor area	150.00
3,001 - 4,000 Sq. feet floor area	200.00
Over 4,001 Sq. ft, additional 100 Sq. ft.	50.00

Removal/Demolition	\$ 25.00
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Begin Work Without Permit	\$150.00
	(plus cost of permit)

Class Change	\$ 50.00
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Advertising Signs	\$ 25.00
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Solid Fuel Device (Flue and Chimney)	\$ 30.00
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Fire Safety Inspection	\$ 25.00
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### Commercial Buildings

Up to 1,000 Sq. Feet of floor area	\$200.00
1,001 to 2,000 Sq. feet of floor area	400.00
2,001 to 3,000 Sq. feet of floor area	600.00
3,001 to 4,000 Sq. feet floor area	800.00
Over 4,001 Sq. ft. ea. Additional 100 sq. ft	20.00

Communication Tower	\$10,000.00
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<u>General (Not Listed Above)</u>	\$ .25.00
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\*\*In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has commenced. If work has been started and the application is not approved, the fees paid shall NOT be refunded.

\*\*The Codes Enforcement Officer shall examine or have cause to examine all applications for permits and the plan specification and documents therewith. He/she shall approve or disapprove the application within 60 days from the date of submission of the application.

\*\*Upon approval of the application and upon receipt of the legal fees therefore, the Enforcement Officer shall issue a building permit to the applicant upon the form prescribed by the Codes Enforcement Officer and shall affix his/her signature or cause his/her signature to be affixed thereto.

\*\*In the event an applicant cannot or does not build or pursue his/her application; a total refund, minus office time involved, fieldwork and the Codes Enforcers time will be deducted from the refund.

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