Town of Lincoln

**6886 Tuttle Road**

**Canastota, New York 13032**

**Phone: (315) 697-8837 Fax: (315) 697-8837**

Applications hereby made to the Codes Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions or alterations, as per Part 1203. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds $20,000.00, or if the building, addition, or alteration will have an effect on either structural or public safety. The plans will also have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Dept. regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A percolation test and septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E. I request a 72-hour notice for an inspection of a septic system prior to back filling.

**INSTRUCTIONS**

This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Codes Enforcement Officer.

1. Plot plan showing location of a lot and of buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.
2. This application must be accompanied by two (2) sets of plans showing proposed construction.
3. Copy of Worker’s Compensation Insurance made out to The Town of Lincoln (C-105.2 Form)
4. Copy of Liability Insurance made out to The Town of Lincoln
5. For Home Owner performing all work: Complete Worker’s Compensation Exemption Form CE-200

at: [www.wcb.ny.gov/content/ebiz/wc\_\_db\_\_exemptions/requestexemptionoverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc__db__exemptions/requestexemptionoverview.jsp)

1. For Contractors: If exempt from Worker’s Compensation Form CE-200

at: [www.wcb.ny.gov/content/ebiz/wc\_\_db\_\_exemptions/requestexemptionoverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc__db__exemptions/requestexemptionoverview.jsp)

1. Building Demolition/ Renovation- Industrial Code Rule 56 (New York State Department of labor Asbestos) Shall be completed with, proof of completion summitted to the codes department.

**The work covered by this application may not commence prior to the issuance of a building permit**. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. **Fees are double for all work performed without a Building Permit.**

This Building Permit shall become invalid unless authorized work is commenced within six (6) months following date of issuance. **Building Permit is good for one (1) year.** Building permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of the work.

No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY OR COMPLIANCE** has been issued.

Any deviation from the approved plans must be authorized, the approval of revised plans is subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

**PERMIT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electrical Inspections**

Electrical work must be inspected. The Contractor/Owner is responsible for the cost and filing the necessary application. You may use any N.Y.S. Licensed Electrical Inspector. No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

**NOTE: THIS BUILDING PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUANCE.**

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

Signature of Owner, Applicant Printed or Typed copy of Signature

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# PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Show all street names and an arrow pointing to the north.

**TOWN OF LINCOLN**

Permit No.\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_

## Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Applicant is (check one or more) \_\_\_\_\_ owner \_\_\_\_\_ builder \_\_\_\_\_ other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contractor's Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Compensation or General Liability Carrier & Policy No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Project Location: City/ Town/ Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Map No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Nature of Work (check all that apply)

deck \_\_\_\_\_ new home \_\_\_\_\_ addition \_\_\_\_\_ alteration (kitchen, bath, furnace)

porch \_\_\_\_\_ demolition \_\_\_\_\_ swimming pool Cost of alteration $\_\_\_\_\_\_\_\_\_\_\_

garage \_\_\_\_\_ mobile home remodeling Cost of addition $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ shed \_\_\_\_\_ manuf. home \_\_\_\_\_ Solid Fuel Burning Appliances \_\_\_ Generator \_\_\_\_ Sign

\_\_\_\_\_ Septic \_\_\_\_ Tent \_\_\_\_ Hot Tub \_\_\_\_\_ Food Preparation Vehicles\_\_\_\_\_ Fireworks \_\_\_\_\_ other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sewage Disposal \_\_\_\_\_ new \_\_\_\_\_ existing

\_\_\_\_\_ septic \_\_\_\_\_ municipal

If applicable, attach local or County Health Dept. approval.

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Water Supply \_\_\_\_\_ new well \_\_\_\_\_ existing well \_\_\_\_\_ spring \_\_\_\_\_ municipal water supply

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Flood Plain site \_\_\_\_\_ is \_\_\_\_\_ is not within a flood plain.

Wetland site \_\_\_\_\_ is \_\_\_\_\_ is not in a designated wetland.

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Heating System \_\_\_\_\_ electric \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ warm air \_\_\_\_\_ baseboard

\_\_\_\_\_ heat pump **\_\_\_\_\_** wood **\_\_\_\_\_** separate air conditioning

\_\_\_\_\_ other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**---------------------------------------------------------------------------------------------------------------------------------------**

Dimensions lot size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ existing building size **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

new building size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setbacks Front \_\_\_\_\_\_\_\_\_\_\_\_ Right side \_\_\_\_\_\_\_\_\_\_\_\_ Left side \_\_\_\_\_\_\_\_\_\_\_\_

Rear \_\_\_\_\_\_\_\_\_\_\_\_\_

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Estimated Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DESCRIPTION**

Describe the type of work to be done; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTE: INSPECTIONS ARE REQUIRED AT THE FOLLOWING SCHEDULE.**

**YOU MUST CALL FOR INSPECTIONS!**

**1. Site Inspection 6. Mechanicals**

1. **Footer Forms (before pour) 7. Fireplace**
2. **Foundation wall forms (before pour) 8. Insulation**
3. **Foundation – before back fill 9. Sheetrock (if fire rated is required)**
4. **Rough-In/Electrical 10. Final for Certificate of Occupancy**

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**APPLICANT CERTIFICATION -** I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of owner, or applicant Date

The application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20

is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Codes Enforcement Officer

Construction Details if Professional Plans & Specifications are Not Attached.

**Footing:**

Width\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thickness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Depth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Foundation wall:**

Block size or thickness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Height\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellar Depth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wood Foundation:**

Lumber size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spacing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Wood foundations need to be insulated and sheet rocked for Certificate of Occupancy.

**Framing materials:**

Floor joist: Size\_\_\_\_\_\_\_\_\_\_ Spacing\_\_\_\_\_\_\_\_\_\_ Type of material\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walls: Size\_\_\_\_\_\_\_\_\_\_ Spacing\_\_\_\_\_\_\_\_\_\_ Type of material\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roof: Pitch\_\_\_\_\_\_\_\_\_ Rafters\_\_\_\_\_\_\_\_\_\_\_ Trusses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Span\_\_\_\_\_\_\_\_\_ Roof sheathing material\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows: Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insulation: Walls\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ceiling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Floor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of heat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Septic designed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foundation design by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_