



BUILDING PERMIT APPLICATION

For Town Use Only:	Permit No.:
	Parcel ID:
	Amount Paid:

Applicant's Name: _____

Project Address: _____

Applicant's Phone: _____

Applicant's E-mail: _____

Contractor's Name (Business or Individual): _____

Contractor's Address: _____

Contractor's Phone: _____

Contractor's E-mail: _____

Contractor(s) must show proof of Worker's Compensation Insurance coverage on a form acceptable to the Code Official.

Designer's Name (Business or Individual): _____

Designer's Address: _____

Designer's Phone: _____

Designer's E-mail: _____

Drawings: ☐ Attached ☐ Not Provided ☐ Electronic documents sent to chesterfieldcodes@gmail.com

Type of Project:

New Construction:

- ☐ Residential Structure
- ☐ Commercial Structure

Alterations/Renovations

- ☐ Residential Addition
- ☐ Residential Alteration
- ☐ Residential Accessory
- ☐ Commercial Addition
- ☐ Commercial Alteration
- ☐ Commercial Accessory

Miscellaneous

- ☐ Above-ground Pool
- ☐ In-ground Pool
- ☐ Liquid Bulk Storage Tank
- ☐ Demolition
- ☐ Wood Stove
- ☐ Septic System



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Project Address: _____

Tax Map # _____

Estimated Project Cost _____

Brief Description of Work: _____

Is the project located in a Historical District? ☐ Yes ☐ No ☐ Don't Know

(For more information, please visit: <https://cris.parks.ny.gov/>)

Is the project located in an Agricultural District ? ☐ Yes ☐ No ☐ Don't Know

(More info: <https://cugir.library.cornell.edu/catalog/cugir-007962>)

Building Use: ☐ Commercial ☐ Residential ☐ Mixed ☐ Rental ☐ Apartment ☐ In Home Business

☐ Other: _____

Primary Type of Construction: ☐ Concrete ☐ Masonry ☐ Steel ☐ Wood ☐ Heavy Timber

☐ Manufactured Home (aka Mobile Home) ☐ Factory Manufactured Home (aka Modular)

Veneer (Siding) material: _____

Foundation: ☐ Wood ☐ Concrete ☐ Masonry

This project includes: ☐ Truss type construction ☐ Pre-engineered wood construction ☐ Timber construction

In the following locations: ☐ Floor framing ☐ Roof framing ☐ Floor and roof framing

Heating Source: ☐ Fuel Oil ☐ Electric ☐ Wood ☐ Pellet ☐ Other _____

Chimney Type: ☐ Manufactured ☐ Masonry

Sewer / Septic : ☐ Private ☐ Municipal Other _____

Water service: ☐ Municipal ☐ Private (well) ☐ Other _____

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.

Applicant's Signature: _____

Date: _____

Building Permit Instructions

This application must be completed electronically, typed, or in ink. Incomplete submissions will not be reviewed.

1. Building permits shall be required for work which must conform to the Uniform Code. The following categories of work **may be excluded** from the requirement for a building permit
 - **Residential accessory buildings** used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88m²);
 - Installation of swings and other **playground equipment** associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);
 - Installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;
 - Installation of **fences** which are not part of an enclosure surrounding a swimming pool;
 - Construction of **retaining walls** unless such walls support a surcharge or impound Class I, II or IIIA liquids;
 - Installation of **window awnings** supported by an exterior wall of a one-or two- family dwelling or multiple single-family dwellings (townhouses);
 - Painting, wallpapering, tiling, carpeting, or other similar **finish work**;
 - Installation of **listed portable** electrical, plumbing, heating, ventilation or cooling equipment or appliances;
 - **Replacement of any equipment** provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; and
 - **Repairs**, provided that such repairs do not involve:
 - the removal or cutting away of a loadbearing wall, partition, or portion thereof, or of any structural beam or load bearing component;
 - the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress;
 - the enlargement, alteration, replacement or relocation of any building system;
 - the removal from service of all or part of a fire protection system for any period of time.
2. Applications must include a **properly dimensioned plot plan or sketch, drawn to scale**. The plot plan must show the road on which the property abuts, dimensions of the lot, location and size of the new construction, all setbacks relating to the proposed structure and names of adjacent property owners (when applicable)
3. Any applicant who has begun work prior to the posting of approved permit(s) **may be subject to fines, removal or demolition**.
4. Call **UDig NY** (811) prior to any excavation. For more information, visit <https://udigny.org/>.



UDig NY

5. The following information is required to process an application:

- Property owner information;
- Location (address) of the project;
- Size of the lot/parcel;
- Contractor information (*including proof of Worker's Compensation insurance coverage*)
- Estimated cost of construction;
- Deed restrictions (a copy of the deed must be included);
 - To search for your deed, please contact the Essex County Clerk's office or use their on-line document search:
<https://www.searchiqs.com/nyess/>
- Other agency approval/jurisdiction (e.g. Adirondack Park Agency, Department of Health, etc.)
If unknown, please consult the Code Enforcement Official.
- Identify if the property is located in a historic district:



Worker's
Compensation



Essex County
Document Search



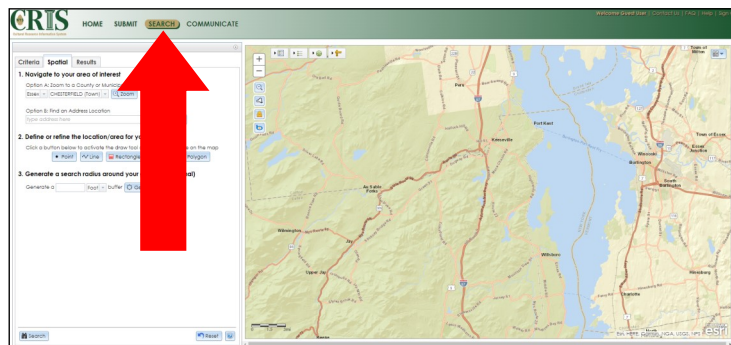
Historical District Map

<https://cris.parks.ny.gov/Login.aspx>

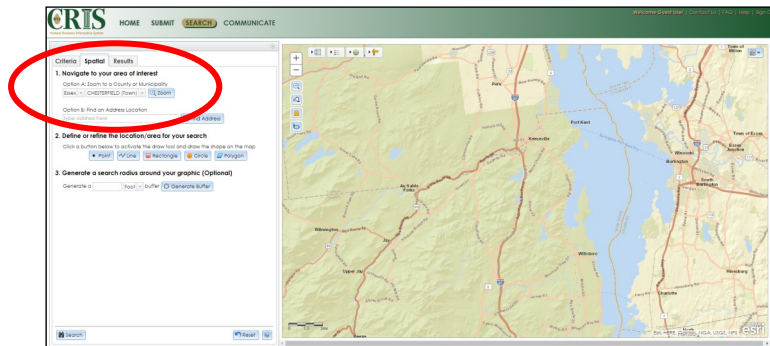
Use their site as a Guest:



Choose the "Search" button on the top of the page:



Search with the “Spatial” tool and enter “Essex County” and “Chesterfield”:

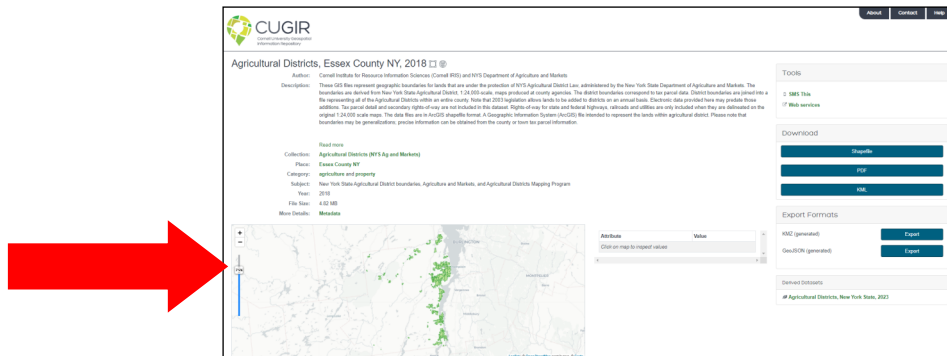


- Identify if the property is located in an agricultural district:
 - For agricultural district information, please visit the “Essex County” page of the Cornell Geospatial Information Repository website:
<https://cugir.library.cornell.edu/catalog/cugir-007962>



Agricultural Dist. Map

Use the zoom tool to locate the property on the map:



- Two sets of construction documents (plans and specifications — see more about requirements)
- All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.
 - No building shall be occupied or used, in whole or in part, for any purpose whatsoever until a *Certificate of Occupancy* or a *Certificate of Compliance* has been issued by the Code Enforcement Officer.
 - Submit this completed application** to the Town of Chesterfield Office or email to: chesterfieldcodes@gmail.com. Payment for the permit fee must be made at the time of application submission (see Permit Fee Schedule to calculate the appropriate fee). Payment may be made at the Town of Chesterfield Office or electronically via the Town of Chesterfield website: <https://www.chesterfieldny.com>



Town of Chesterfield