

RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

AFTER THE COMPLETION OF THE BUILDING PERMIT APPLICATION, THE APPLICANT IS REQUIRED TO PROVIDE THE FOLLOWING INFORMATION DEPENDING UPON THE TYPE OF PROPOSED CONSTRUCTION DESIRED.

SKETCH PLAN REQUIRED

A SKETCH OF THE WORK TO BE PERFORMED MUST BE MADE A PART OF THE APPLICATION.
THE SKETCH MUST INCLUDE THE FOLLOWING INFORMATION:

1. LOCATION OF THE PROPOSED STRUCTURE OR ADDITION SHOWING THE NUMBER OF STORIES AND ALL EXTERIOR DIMENSIONS;
2. THE DISTANCE OF THE PROPOSAL FROM ALL PROPERTY LINES;
3. THE DISTANCE OF THE PROPOSAL FROM ANY STRUCTURE INCLUDING NEIGHBORING STRUCTURES;
4. THE DEPTH OF THE PROPOSED FOUNDATION OR FOOTERS;
5. INDICATION OF ANY WET AREAS, STREAMS, PONDS OR WATERCOURSES;
6. INDICATION OF ANY SIGNIFICANT GRADES ON THE PROPERTY.

THE SKETCH SHOULD BE DRAWN ON GRAPH PAPER TO SCALE, HOWEVER THE DRAWING NEED NOT BE TO THE PRECISION OF A SURVEYORS OR ENGINEERS DRAWINGS.

THE APPLICANT IS REQUIRED TO CALL FOR ALL REQUIRED INSPECTIONS

ALL PROPOSED CONSTRUCTION TO COMPLY WITH THE UNIFORM
FIRE PREVENTION AND BUILDING CODE OF NYS

DEFINITIONS:

BUILDING - ANY ONE OR TWO FAMILY DWELLING OR PORTION THEREOF, INCLUDING TOWNHOUSES, THAT IS USED OR DESIGNED OR INTENDED TO BE USED FOR HUMAN HABITATION. ALL LIVING AREA SHALL BE CALCULATED BY SQUARE FOOT.

ADDITION - AN EXTENSION OR INCREASE IN FLOOR AREA OR HEIGHT OF A BUILDING OR STRUCTURE.

ACCESSORY STRUCTURE - IN ONE AND TWO FAMILY DWELLINGS NOT MORE THAN THREE STORIES HIGH WITH SEPARATE MEANS OF EGRESS, A BUILDING, THAT USE OF WHICH IS INCIDENTAL TO THAT OF THE MAIN BUILDING AND WHICH IS LOCATED ON THE SAME LOT. THIS SHALL INCLUDE THE CONSTRUCTION OF A SHED, POOL HOUSE, CARRIAGE HOUSE, BARN, POLE BARN OR ANY OTHER USES DEEMED BY THE DIRECTOR TO BE ACCESSORY TO THE PRINCIPAL USE.

ALTERATION - ANY CONSTRUCTION OR RENOVATION TO AN EXISTING STRUCTURE OTHER THAN REPAIR OR ADDITION THAT REQUIRES A PERMIT. ALSO, A CHANGE IN A MECHANICAL SYSTEM THAT INVOLVES AN EXTENSION, ADDITION OR CHANGE TO THE ARRANGEMENT, TYPE OR PURPOSE OF THE ORIGINAL INSTALLATION THAT REQUIRES A PERMIT.

THE FOLLOWING INSPECTIONS MUST BE MADE DURING CONSTRUCTION:

1. FOOTINGS BEFORE POURING CONCRETE.
2. FOUNDATIONS BEFORE BACK FILL.
3. PLUMBING, HEATING, FRAMING, ELECTRICAL BEFORE CLOSING IN OF THE FRAMEWORK.
4. INSULATION.
5. SEPTIC (IF REQUIRED)
6. FINAL & C/O INSPECTION.

BEFORE CALLING FOR C/O INSPECTION:

1. CONTACTED STILLWATER VILLAGE CLERK FOR STREET NUMBER ASSIGNMENT AND POSTED REQUIRED NUMBER ON HOUSE: YES / NO
2. CALLED TO HAVE WATER METER INSTALLED FOR PUBLIC WATER SYSTEM: YES / NO / N/A
3. INSURED THAT ALL FORMS OF EGRESS (FIRE ESCAPE) ARE CLEAR AND HAVE STEPS & RAILINGS (WHEN REQUIRED) INSTALLED: YES / NO

IMPORTANT NUMBERS:

1. INSPECTION APPOINTMENTS : 664-6258
2. VILLAGE SUPERINTENDENT OF PUBLIC WORKS: 664-7781
3. DEPARTMENT OF HEALTH 402-7500 (WELL WATER & SEPTIC SYSTEMS)
4. ARMY CORP. OF ENGINEERS - 270-0589 (WETLANDS)

THE OFFICE OF CODE ENFORCEMENT WILL ISSUE A CERTIFICATE OF OCCUPANCY TO THE APPLICANT WHEN ALL THE ABOVE ITEMS, IF REQUIRED, ARE COMPLETE
IT IS ILLEGAL TO OCCUPY ANY BUILDING WITHOUT A C/O VIOLATORS MAY BE SUBJECT TO LEGAL ACTION