

**Village of Union Springs**

**26 Chapel Street**

**Union Springs, NY 13160**

**Office: (315)-889-7341**

**Fax: (315)-889-7342**

**Mark Perry**

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

**Code Enforcement Officer**

(315)-406-2151

[codes@unionspringsny.com](mailto:codes@unionspringsny.com)

**APPLICATION FOR BUILDING/ZONING PERMIT**

**\*THIS IS NOT A PERMIT\***

**INSTRUCTIONS, PLEASE READ CAREFULLY**

1. Application must be complete. Please type or clearly print in ink all necessary information.
2. The completed application must be submitted to the Village of Union Springs Code Officer before the review process can begin.
3. Application must be supported with the following documents:
  - a. Plot Plan (See example on page six (6))
  - b. Sketch of project and/or specifications, and material list

**PLEASE COMPLETE:**

Location of Property: \_\_\_\_\_

(Street address or nearest street)

Name of Property Owner: \_\_\_\_\_

Property Owner Contact Information:

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**A. Project Contacts:**

Builder/Contractor (if self, please indicate):

\_\_\_\_\_

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

**B. Nature of Work (Check appropriate categories below)**

**EXISTING**

- ☐ Repair
- ☐ Addition
- ☐ Alteration
- ☐ Removal
- ☐ Demolition
- ☐ Other (*specify*) \_\_\_\_\_

**NEW STRUCTURE(S)**

- ☐ Single-Family
- ☐ Multi-Family
- ☐ Accessory Building
- ☐ Garage – Attached
- ☐ Garage – Detached
- ☐ Shed
- ☐ Fence
- ☐ Deck (*indicate covered or open*) \_\_\_\_\_
- ☐ Porch (*indicate covered or open*) \_\_\_\_\_
- ☐ Swimming Pool (*indicate above or below ground*) \_\_\_\_\_
- ☐ Other (*specify*) \_\_\_\_\_

**C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED**

- ☐ Wood
- ☐ Brick
- ☐ Block
- ☐ Other (*specify*) \_\_\_\_\_

**D. TYPE OF FOUNDATION**

- ☐ Cellar
- ☐ Basement
- ☐ Slab
- ☐ Crawlspace

**E. WILL THE PROJECT INVOLVE THE FOLLOWING**

- ☐ Plumbing
- ☐ HVAC
- ☐ Electrical

**F. COST OF PROJECT (estimate al labor and include material costs) \$ \_\_\_\_\_**

**G. ZONING DISTRICT OF PROPERTY (check one)**

- ☐ Agricultural/Residential
- ☐ Rural Residential
- ☐ Residential
- ☐ Lakeside Residential
- ☐ Highway Commercial
- ☐ Commercial
- ☐ Neighborhood Commercial
- ☐ Waterfront Commercial
- ☐ Park
- ☐ Historic Business

**H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (check one)**

- ☐ Residential
- ☐ Agricultural/Residential
- ☐ Commercial/Light Industry
- ☐ Agricultural/Industry
- ☐ Other \_\_\_\_\_

**I. DESCRIBE PRINCIPAL USE OF THIS PROPOSED PROJECT**

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**J. DIMENSIONS OF TOTAL PROPERTY (if applicable)**

Lot size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Length                      Width                      Total sq. ft.

**K. DIMENSIONS OF EXISTING BUILDING(S)**

Building #1  $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Total sq. ft.}}{\text{Total sq. ft.}}$

Building #2  $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Total sq. ft.}}{\text{Total sq. ft.}}$

Building #3  $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Total sq. ft.}}{\text{Total sq. ft.}}$

**L. DIMENSIONS OF PROPOSED PROJECT**

$\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Total sq. ft.}}{\text{Total sq. ft.}}$

**M. PROPERTY LINE SETBACKS OF PROPOSED PROJECT (if applicable)**

Front lot line setback \_\_\_\_\_ ft.                      Side lot setback \_\_\_\_\_ ft.

Rear lot line setback \_\_\_\_\_ ft.                      Side lot setback \_\_\_\_\_ ft.

**N. ENCLOSED LIVING AREA (if applicable) \_\_\_\_\_ Total sq. ft.**

This project may involve work requiring approval of various outside agencies prior to the issuance of a PERMIT. Examples of other agencies involved, but limited to, are the following:

<u>Project Involvement</u>	<u>Agency</u>
Land Division, SEQR, ect.	US Army Corps of Engineers
NYS Roads	NYS Department of Transportation
Floodplains, Wetlands	NYS Department of Environmental Conservation
Streams, Creeks, ect.	Cayuga County Planning

Application for a **CERTIFICATE OF OCCUPANCY OR COMPLIANCE** is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain the

certificate. Final approval of **all agencies** involved must be submitted to the Code Enforcement Officer prior to the issuance of the certificate.

I certify that the answers to the questions set forth in this **APPLICATION** are true, correct, and complete. Additionally, I agree that, in the event the **PERMIT** is approved, to comply with the provisions of all State of New York and Federal Government laws, as they pertain to this **APPLICATION**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner or Authorized Agent)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Codes Officer)

**No person shall make any changes to the plans herewith submitted or to the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.**

#### **GENERAL INFORMATION PERTAINING TO THIS APPLICATION**

The Code Enforcement Officer will review this application. If approved, a **BUILDING PERMIT** will be issued to the applicant. If disapproved, a letter or denial explaining the reasons for denial will be issued to the applicant.

Work covered by this **APPLICATION** shall not commence prior to the issuance of a **PERMIT**.

The **PERMIT** shall be valid for a period of one (1) year from the date of issuance.

Construction under the **PERMIT** must be substantially complete within one (1) year or an extension must be obtained from the Code Enforcement Officer.

A **NOTICE OF PERMIT** must be kept on the premises, publicly visible, throughout the progress of work being completed.

The Code Enforcement Officer, upon the display of proper credentials and in the discharge of duties, shall be permitted to enter the premises covered by this application without interference, for the purpose of inspecting during normal working hours.

**Sketch of Proposed addition, renovation, or new construction.**

**\*You may attach a separate piece of paper if more space is needed.\***

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(Name of Street or Road) (Total Road Frontage in ft.) (Lot Size)

Using the line above as your road frontage, please draw a plot plan with the following information:

1. Name of Street or Road, show house number if assigned, if not, use tax map ID number.
2. Supply total road frontage in feet.
3. Supply total acreage, or fractions thereof.
4. Show existing buildings on the lot.
5. Show proposed location of structure and/or addition. Show location in feet from the road frontage and all lot lines.
6. Show distances in feet between the purposed structure or addition and any existing buildings.
7. Show location of existing well, septic, or prosed area if applicable.

*The Village of Union Springs shall not be responsible for inaccurate or false information provided by the applicant. The applicant will fully and promptly defend, assure, and hold innocent the Village of Union Springs, its officer, agents, and employees from and against any and all claims, liability, judgements, damages, costs, and expenses (including without limitation reasonable legal fees, expenses, and court costs) which may arise from the failure of the applicant to provide complete, correct, and accurate information with regard to this application, to the fullest extent permitted by law.*

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Signature of Property Owner

Date

**\*FOR OFFICE TO COMPLETE\***

LOCATION: \_\_\_\_\_ TAX MAP # \_\_\_\_\_

ZONING: \_\_\_\_\_ VARIANCE: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ SITE PLAN: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ CASH: \$ \_\_\_\_\_

COMMENTS:

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