

## ~ LeRoy, NY ~

### Building Permit Application Checklist

**This permit applies to construction on new commercial, industrial or residential buildings, additions, renovations/alterations or existing structures exceeding \$15,000.**

\*Plans will be sent out for review for compliance with NYS Building Codes & Standards unless otherwise documented by a New York State certified code official or registered design professional with New York State Code certification.

- Completed building permit application that is signed by the owner.**
- Payment of fees associated with the building application permit.**
- Copy of general contractor's certificate of insurance and NYS Workers Compensation.**
- Copy of property survey**
- Scale drawing of project that is signed and stamped by a registered design professional.**
- Site Plan.**
- Construction Documents: Showing the following:**
  - . Footing, foundation and slab-on-grade plans, which shall include but are not limited to information pertaining to drainage, size and spacing of reinforcing steel, and type of foundation wall (e.g., CMU, solid concrete, etc.).
  - . Floor plans, which shall include but are not limited to information pertaining to room dimensions, type of occupancy of the room and occupant load of each room (e.g., Bedroom #1-2 persons).
  - . Floor plans, illustrating the location of carbon monoxide detectors and smoke detectors
  - . Building elevations, which shall include but is not limited to information pertaining to location of the grade plane, exterior building materials, and building height/story.
  - . Framing plans, which shall include but is not limited to information pertaining to door, header and window sizes and types (e.g. Egress window bedroom #1).
  - . Plumbing plans.
  - . Mechanical (i.e. HVAC) plans, mechanical system design and calculations.
  - . Electrical plans.
  - . Energy compliance analysis.
  - . Notice of utilization of truss type construction, pre-engineered wood construction and/or timber construction, if applicable.
  - . Fire protection (e.g. Sprinkler) specifications of materials and current fire flow information, if applicable.
- Other information deemed necessary by the Code Enforcement Department.**

# LEROY BUILDING PERMIT

**Permit MUST be Posted in a location visible from the road!**

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
PERMIT # \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

OWNERS NAME [if different from applicant] \_\_\_\_\_  
LOCATION [if different from above] \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_

Zoning: R-1 R-2 R-3 R-A C-1 C-2 I-1 I-2 INT PUD

Required Setbacks Verified (please check your zoning for setback information)

If mixed occupancy or residential, number of units: \_\_\_\_\_

Type of work: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Dimensions: \_\_\_\_\_ Sq. ft. in area \_\_\_\_\_

Sketch Plot Plan ...Locate clearly and distinctly all buildings, whether existing or proposed. Indicate all setback dimensions from property lines. The Seal and Signature of a licensed Architect or Professional Engineer be affixed to all plans submitted except for farm buildings, or to alterations costing under \$15,000. All commercial, industrial and residential new builds must meet NYS Building Codes and Standards and LeRoy Village/Town code. (Please refer to Section 105, R or C listed on the web) All new construction will require a site plan review to ensure compliance. Please see attached instructions for completing this process.

Environmental Impact Statement: Does apply \_\_\_\_\_ Does not apply \_\_\_\_\_

If yes, form must be obtained from Zoning Enforcement Officer.

All statements contained herein are true and the work will be performed in the manner set forth in this application in accordance with all laws, codes, ordinances and regulations of the Town / Village of LeRoy and the State of New York.

Applicant's Signature: \_\_\_\_\_ Amount of Fee \_\_\_\_\_

C.E.O.'s Signature: \_\_\_\_\_ Date Issued \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Cash / Ck. No. \_\_\_\_\_



Contractors/Builders are responsible for contacting the CEO to set up the following:

**Required inspections noted and circled below – Please allow 24 hr. notification for Inspections**

Footers \_\_\_\_\_ Framing \_\_\_\_\_ Insulation \_\_\_\_\_  
Date Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_  
Rough Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_ Misc. [may be more than one] \_\_\_\_\_  
Date Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_

Inspections Performed by outside agencies: \_\_\_\_\_ Electrical \_\_\_\_\_ Cert. of Pressure Test \_\_\_\_\_  
Date Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_

C of O or Certificate of Compliance \_\_\_\_\_ Sewer Connection Permit (Village) \_\_\_\_\_  
Date Issued \_\_\_\_\_

**All required documentation must be submitted before "C of O" or Certificate of Compliance can be issued.**

PERMIT EXPIRATION DATE: \_\_\_\_\_

ONE YEAR FROM DATE OF ISSUANCE