

BUILDING PERMIT APPLICATION

FOUNDATION PERMIT

Office Use Only
PERMIT NO. _____

CODE ENFORCEMENT OFFICE
6 SOUTH PARK STREET
CLYDE, NY 14433

Office Use Only
PERMIT FEE: \$ _____

(315) 923-3971 (Village of Clyde)

(315) 923-7259 (Town of Galen)

IMPORTANT INFORMATION: This is an application for a permit to install footings and foundation below grade only. After submittal of the appropriate construction documents, the Code Enforcement Officer is authorized to issue a permit for the construction of foundations of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such permit for the foundation shall proceed at the holder's own risk and without assurance that a permit for the entire structure will be granted. Neither the basement and / or cellar may be occupied for any purpose. **Instructions for completing this application can be found on Page 2.**

PROPERTY LOCATION: _____ [] to be assigned
(Street Address)

PARCEL TAX ID#: _____ - _____ - _____

INTENDED OCCUPANCY: [] Residential [] Commercial / Industrial [] Other

DESCRIPTION OF WORK (see Page 2)

(Check one)

- [] No plumbing or electrical work will be performed until a building permit is obtained for the entire structure.
- [] Plumbing and / or electrical work included under this foundation permit are shown on the plans submitted and limited only to work required in conjunction with the foundation construction. The sizes for such plumbing and / or electrical lines are adequate and in compliance with applicable codes.

DESCRIPTION OF CONSTRUCTION: _____

SUBMIT 2 COPIES OF SITE AND FOUNDATION PLANS

TOTAL COST OF FOOTINGS, FOUNDATION AND RELATED WORK (including labor): \$ _____

PROPERTY OWNER (Name, Address, Phone): _____

APPLICANT (Name, Address, Phone): _____

CONTRACTOR (Name, Address, Phone): _____

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The undersigned invites representatives of the Village of Clyde and / or Town of Galen to make reasonable inspections and investigation of the subject property during the period of construction. The undersigned understands that the granting of a foundation permit DOES NOT assure the issuance of a building permit for the entire project nor does the permit presume to give authority to violate or cancel the provisions of any state or local law.

APPLICANT SIGNATURE: **X** _____ DATE: _____

OFFICE USE ONLY	
APPROVED BY: _____ Code Enforcement Officer	APPROVAL DATE: _____

FOUNDATION PERMIT FEE SCHEDULE

Fee = \$1.00 per \$1,000 of construction cost

Minimum Fee = \$20.00 (Town of Galen)
\$25.00 (Village of Clyde)

Maximum Fee = \$500.00

INSTRUCTIONS

The owner, builder or agent shall complete the application form down through the Signature of Applicant block and submit it to the Code Enforcement Office. Permit application data is used for assessment purposes, statistical gathering, and for zoning and code administration. Please DO NOT write in the sections marked "Office Use Only".

PAGE 1

- Fill in all blanks. If certain information is not available or not applicable, write "NA" in the space provided.
- Estimated Cost – include the total cost of construction, including materials and market rate labor.
- Fill in the owner's current Mailing Address and Telephone Number
- Check off the Type of Proposed Work. If more than one type of work is involved, check all types that apply.
- Provide a brief description of each of the work that will be done.
 - Construction documents and calculations shall be required at the discretion of the Code Enforcement Officer.
- If the project will disturb more than one (1) acre of land, additional erosion control and storm water provisions will apply.

PAGE 2 (This page) Instructions for completing this Application, Permit Conditions.

PERMIT CONDITIONS

1. Items that may be done under this permit include:
 - Footing and foundation
 - Water proofing
 - Footing drains and sump crocks
 - Backfill
 - Decking and protection of decking from weather
 - Slab on grade
2. The applicant, owner, and / or operator of the property address under this permit, hereby consent to all necessary inspections made by the Code Enforcement Office and Fire Department. The Code Enforcement Office reserves the right to reject any work which has been concealed or completed without first having been inspected and approved. Any deviation from the approved plans must be authorized by the approval of revised plans. This revision approval must be obtained prior to the proposed changes being made in the field. All work shall conform to State and Local codes, rules and regulations. Inspections are required for:
 - Footings before pouring
 - Walls before pouring; block during construction
 - Before backfill
3. The loading for which the foundation has been designed shall not be exceeded.
4. The foundation work shall not interfere with or otherwise affect any existing utilities.
5. Permits become invalid if construction work is not started within six months from the date the permit is issued, and expire eighteen months from the date the permit is issued.
6. Permit applicants shall submit proof of Workers Compensation & Disability Insurance coverage, or exemption.
7. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property not specifically permitted under the building code, must be approved by the authority having jurisdiction.
8. Neither the basement and / or cellar may be occupied for any purpose.