



Town of Schroepfel

Code Enforcement Office

69 County Route 57A

Phoenix, NY 13135

Ph: 315 695-6075 Fax: 315-695-1210

Building Permit Procedures and Checklist

The homeowner is ultimately responsible for complying with all codes on his/her property. The Codes office will be happy to answer any code related questions you may have, but we cannot monitor every detail of construction, nor can we design your project. If you have doubts about your experience level in this regard, you should consider either consulting with and/or hiring a professional Architect, Engineer or Builder. **Items required are:**

1. A complete set of plans. Should it cost over \$20,000 or project area is more than 1,500 square feet, your plans must be a set of “stamped” plans.
2. Survey of property showing location of new structure, well and septic.
3. Certificate of Liability and Compensation Insurance from person doing work.
4. The building permit application must be completed in its entirety as it relates to your project and **MUST** have septic system design “stamped” by company designing it.
5. The building permit fee, septic fee, and water well fee must be paid in full at time of issuance of permit (cash or check).
6. Permit will only be issued in the name of the owner of record of the property.
7. Permit will be issued five (5) working days after receipt of properly completed permit application.
8. **Permit will expire one year from date issued.**



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PRE-BUILDING COMPLIANCE CHECKLIST

- | | | |
|------------------------------------------------------------------|-----|----|
| 1. Is the building project located outside a designated wetland? | Yes | No |
| 2. Is the building project within the coastal erosion area? | Yes | No |
| 3. Is the project located within a flood zone? | Yes | No |
| 4. Has the property been legally sub-divided? | Yes | No |

Owners Name and Address _____

Contractors Name & Address _____

Building setbacks from the following: ****MUST BE COMPLETED****

From the Center of Road: _____ ft. Rear Yard _____ ft. Side yard _____ ft. Side Yard _____ ft.

Have you enclosed the following? (If applicable)

Site Plan	Yes _____	No _____	
Construction Plans	Yes _____	No _____	
Permit Fee	Yes _____	No _____	
Perk Test Results	Yes _____	No _____	
Manufactured Home Checklist	Yes _____	No _____	N/A _____
Application	Yes _____	No _____	N/A _____

Application Certification: I hereby certify that I have read the instructions and have examined the applications and know the same to be true and correct. All provisions of the laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any municipal, county, state or federal law regulating construction or land use or the performance of construction. Also, by signing this application, you are authorizing the building inspector and/or his agents to enter the property to conduct inspections without the issuance of a search warrant.

Applicant/Owner _____ Date _____