

Town of Schuyler

Building and Zoning Permit Application

(All Building Permits are good for one year)

Please fill out ALL necessary pages in this application!

This application includes the following:

Instructions:	Cover Page
Information:	Page 1 & 2
Plans:	Page 3
Fees & Application Certification:	Page 4-6
Code Department Use Only:	Page 6

Also Attached:

Worker's Compensation and Disability Insurance Information: ***Please fill out necessary forms.***

Request for Sanitation Inspection Form: ***Please fill out if you require a sanitation inspection.***

Percolation Test Requirements Form: ***Please fill out if you require a percolation test.***

- A. No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the Codes Enforcement Officer.
- B. All Fees are to be paid by Cash, Check or Money order, and made payable to the "Town of Schuyler".
- C. One set of building plans, specifications, and plot plans must be submitted.
- D. The plot plan must show the actual dimensions of the lot to be built on, clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of street or public areas, indicating all set back dimensions from property lines. A land survey may be submitted or requested. A swimming pool is considered a structure.
- E. It will be a requirement of the owner or contractor to notify the Code Enforcement Officer when work will begin. After the first inspection the Code Enforcement Officer will then let either the owner or contractor know when the next inspection will be. If not called a **STOP WORK ORDER** may be issued.
- F. The work covered by this application may not be commenced before the issuance of a building permit.
- G. Upon the approval of this application by the Codes Enforcement Officer, a building permit will be issued to the applicant when payment has been received. Such permit must be displayed on the premises available for inspection throughout the process of work.
- H. Final inspection is necessary before a Certificate of Occupancy is issued. Final inspection is also necessary for a Certificate of Completion. No occupancy of a building can take place without approval of the Codes Enforcement Officer.
- I. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged determined on the extent of the variation from the original plans.
- J. Installations, alterations and repairs to residential premises, and materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statutes of the State of New York, and orders, rules and regulations issued by the Codes Enforcing Authority. Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.

Revised 08/2026

Town of Schuyler--Codes Department
Ph. 315-940-9935 Email: Brico.codes@gmail.com
Building and Zoning Permit Application
For Residential, Commercial and Multi-Residential

Zoning District _____ Date: ____/____/____ Codes Department # _____

****One set of plans and specifications must be submitted with this application,
as well as proof of insurance---please see attachment from NYS Worker's Compensation board.

1. Project Location:

a. _____
(Address)

b. _____
(Tax Map#)

c. _____
(Directions)

2. Applicant:

Name: _____

Address: _____

Owner: (if different from applicant)

Name: _____

Address: _____

Phone: () _____ H
() _____ W
() _____ C

Phone: () _____ H
() _____ W
() _____ C

Applicant is (check one or more) _____ owner _____ builder/contractor _____ other (specify) _____

3. Application is hereby made to: (check and circle all that apply)

- A. _____ New Construction/Manufactured Home/Mobile Home
- B. _____ New Construction/Manufactured Home/Mobile Home (IN PARK)
- C. _____ Certificate of Occupancy/Home Occupation Permit
- D. _____ Alteration/Addition/Enclosed Porch
- E. _____ Demolition
- F. _____ Shed/Portable Shed (no ground attachment)
- G. _____ Unenclosed Porch/Deck/Carport
- H. _____ Garage/Accessory building/Misc. Storage Structure
- I. _____ Fencing
- J. _____ Pool: Above/In-Ground
- K. _____ Heating System Alterations
- L. _____ Area/Other Variance/Special Use Permit ***Application to Board of Appeals is needed
- M. _____ Zoning change ***Application to Board of Appeals is needed
- N. _____ Change of Use (no fee) please describe prev. & proposed use _____
- O. _____ Signs ***Application to Board of Appeals is needed
- P. _____ Billboard
- Q. _____ Sewer/Septic Inspection Contact # 315-940-9935, Bianka Rico ***Sewer permit or Sanitation Inspection form is needed
- R. _____ Salvage Yard
- S. _____ Manufactured Residential Park Permit
- T. _____ Motor Home/RV Seasonal Use Permit

U. _____ Miscellaneous inspection/Re-Inspections: Please describe _____
V. _____ Electrical Permits: _____
W. _____ Plumbing Permits: (independent jobs not part of new construction permit) _____
X. _____ Roofing: Residential _____ Commerical _____
Y. _____ Solar: Residential _____ Commercial _____
Z. _____ Re-issue expired permit: Residential _____ Commercial _____

4. Construction Information:

Construction cost: _____

Square Footage:

House _____ square feet

Garage _____ square feet

House contains:

No. Bedrooms _____

No. Baths _____

No. Stories _____

No. Garage stalls _____

No. Rooms _____

5. Sewage Disposal:

a. _____ new or _____ existing

b. _____ septic or _____ sewer

c. _____ other (Please explain) _____

***If applicable, attach Health Dept. Plans and approval

6. Water Supply:

a. _____ New well or b. _____ existing well

c. _____ municipal water

7. Heating System: _____ electric _____ oil _____ gas _____ wood/pellet/corn
_____ forced air _____ baseboard _____ heat pump
_____ other, explain _____

8. If.....

..... the area of the new residential building is greater than 1500 square feet or

..... if the cost of the alteration or addition exceeds \$10,000.00, or

..... if the addition or alteration will have an affect on either structural or public safety

then the plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in section 7307 and 7209 of the New York State Education Law.

Name _____ RA _____ PE _____

License No. _____ Phone No. () _____

9. Work covered by this application has been started or completed.

_____ Yes _____ No If yes, please attach a written explanation or write in the space below.

DRAW PLANS BELOW
Or
SUBMIT SEPARATELY

Use Ink
Show all lot lines and dimensions
Show all pertinent streets
Show distances from all buildings to lot lines and other buildings
Show adjoining owners and distance to their buildings

SETBACKS MUST BE MEASURED FROM THE RIGHT-OF-WAY.
IF YOU NEED ASSISTANCE IN DETERMINING THE DISTANCE
ON YOUR STREET OR ROAD, PLEASE CONTACT THE CODES
OFFICER (315-940-9935) OR TOWN CLERK (315-733-7458).

The undersigned hereby certifies that the description, facts and plans set
Forth herein or herewith are correct and true and will be adhered to.

Date: _____
Signature _____

Residential, Commercial and Multi-Residential Fees

The fee that must accompany this permit application and the provisions in the education law requiring drawings to bear the seal of a NYS Registered Architect or licensed Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside building dimensions and include the areas of habitable basements and all above grade floor levels except non-habitable attics. Do not include area of attached or detached garages or carports. If an application does not include enough information to calculate the fee (such as sq footage or project cost) it will be considered incomplete and will not be processed until that information is provided. **Work commenced without a required permit shall be subject to double the applicable permit fee**

10. Fee Schedule---(check all that apply)

___ A. New Construction/Manufactured Homes/Mobile Homes:

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$.10 per square foot ***Note: For Manufactured Homes, if you are building in a mobile home park, please see 10B. For fee amount.

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling	_____ sq. ft. of Commercial/Multi-residential	<u> x </u>
<u>.10 fee per sq. ft.</u>	<u>x .15 fee per sq. ft.</u>	
\$ _____	Fee Due \$ _____	Fee due

___ B. New Construction/Manufactured Home/Mobile Home IN PARK:

FEE: \$75.00 (fee includes sewer permit #_____) (Only in conjunction with Town of Schuyler Park Permit).
All others (not in park) same as Residential One and Two Family Fee Schedule.

___ C. _____ NEW (and existing for Residential ONLY) Certificate of Occupancy/Home

Occupation Permit: Residential/ Commercial and Multi-Residential

FEE: \$25.00 Annual or NO FEE w/building permit.

_____ **EXISTING Building Certificate of Occupancy Permit:**
for Commercial and Multi-Residential only FEE: \$120.00

___ D. Alterations/Additions/enclosed porch (total effected area of interior space):

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$.10 per square foot

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling	_____ sq. ft. of Commercial/Multi-residential	<u> x </u>
<u>.10 fee per sq. ft.</u>	<u>x .15 fee per sq. ft.</u>	
\$ _____	Fee Due \$ _____	Fee due

MINIMUM FEE: \$25.00 enclosed porch/alterations
MINIMUM FEE: \$100.00 Additions

___ E. Demolition: Accessory & Residential Structures: \$50.00, Barn/Garage: \$50.00, Commercial \$100.00

___ F. Sheds: *Note: All sheds 100 sq. ft. and under: no fee or building permit required.**

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$.10 per square foot

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling

x .10 fee per sq. ft.

\$ _____ Fee Due

MINIMUM FEE: \$25.00

Portable Shed (no ground attachment) FEE: \$30.00

_____ sq. ft. of Commercial/Multi-residential

x .15 fee per sq. ft.

\$ _____ Fee due

___ **G. Unenclosed porch/deck/carport:** FEE: \$30.00

___ **H. Garage/Accessory Building or misc. storage structure** (No utilities or vehicle Repair):
Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$.10 per square foot
Commercial & Multi-Residential FEE: \$0.15 per square foot
_____ sq. ft. of Residential dwelling _____ sq. ft. of Commercial/Multi-residential
x .10 fee per sq. ft. x .15 fee per sq. ft.
\$ _____ Fee Due \$ _____ Fee due

MINIMUM FEE: \$30.00

___ **I. Fencing:** Residential: \$25.00 Commercial or multifamily: \$100.00

___ **J. Pool:** Above/In-Ground FEE: \$25.00

___ **K. Heating System Alterations:** (only if no building addition planned) FEE: \$ 25.00
___ 1. Wood/Pellet/Corn Stove ___ 2. Heating System ___ 3. Fireplace

___ **L. Zoning Board of Appeals: Area/Other Variance or Special Use Permits:**
Residential FEE: \$100.00 plus cost of publication-----Additional meetings: \$100 each.
Commercial and Multi-Residential FEE: \$250.00 plus cost of publication-----Additional meetings:
\$100 each.

___ **M. Zoning Change:** FEE: \$200.00 plus cost of publication.

___ **N. Change of Use:** NO FEE

___ **O. Sign illuminated/non-illuminated:** FEE: \$25.00

___ **P. Billboards:** FEE: \$250.00

___ **Q. Sewer/Septic Inspection:**
Septic System: ___ New NO FEE ___ Existing failed \$25.00 FEE
Sewer Connection: ___ New tap NO FEE ___ Existing connection \$25.00 FEE

___ **R. Salvage Yard Permit:** FEE: \$100.00 Annually

___ **S. Manufactured Residential Park Permit:** FEE: \$2.50 per site (min. \$100) Annually.

___ **T. Motor Home/RV Seasonal Use Permit:** FEE: \$100.00 Annually

___ **U. Miscellaneous inspection:** FEE: \$25 per hour/minimum 1 hour. Re-inspections \$50.00 per additional inspection when work is not ready or fails inspection.

AMOUNT ENCLOSED \$ _____ check, money order made payable to: TOWN OF SCHUYLER

___ **V. Electrical Permits:** Residential: \$50 Commercial: \$50.00 **Third party inspection mandatory**

___ **W. Plumbing Permits: (independent jobs not part of new construction permit)** Residential \$50. Commercial \$150.00

___ **X. Roofing: (ordinary repairs that do not involve full replacement or structural may be exempt)**
Residential: \$50.00 Commercial \$150.00

Y. Solar: Residential roof or ground mounted: .10 per sq ft \$100 minimum **Commercial roof mounted:** \$0.15per sq ft or \$10. Per \$1,000. Of project cost (whichever is greater) \$300.00 minimum **Commercial ground mounted:** \$0.20 per sq ft or \$12 per \$1000 of project cost (whichever is greater) \$400.00 minimum

 Z. Re-issue expired permit fees: Residential 25% of original permit fee **Commercial** – Original full price of permit fee

11. APPLICATION CERTIFICATION - I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant/
Authorized Agent _____ Date _____

Code Department Use Only

Application Accepted By _____ Date _____
Fee/Amount Received _____ CA CH # _____
Receipt given: Yes No Receipt Number _____

Approved For Insurance By _____
Copy to Supervisor _____
Plans Checked By _____
Plans Approved By _____
Permit Issued _____ Denied _____
Certificate of Occupancy Applied For _____ C.O. Issued _____

TOWN OF SCHUYLER

Enforcement Officer

Bianka Rico

(315) 940-9935

REQUEST FOR SANITATION INSPECTION

_____ requests the sanitary facilities installed at
(owner)

_____ be inspected by the Town Sanitation Officer
(number and road)

I hereby certify the above installation is in accordance with the Sanitation Section of the Zoning Ordinance.

Signed _____
(Owner)

(Mailing address)

PLEASE NOTE: Sanitation inspector needs the results of the perk test prior to inspection.

FOR USE BY SANITATION OFFICER

Approved _____

Disapproved _____

Sanitation Officer

NOTE: ** YOU MUST NOTIFY Bianka Rico at 315-940-9935

BEFORE COVERING UP. **All ditches MUST be left open and tanks, distribution boxes, etc., are to be in sight for inspection. Complete this form and submit to the Town Clerk.