

## Building Permit Application

**Town of Brookfield**  
**P.O. Box 83**  
**Brookfield New York, 13314**  
**(315)-899-3004 or (315)-750-8292**  
**E-mail: [brookfieldcodes@gmail.com](mailto:brookfieldcodes@gmail.com)**

**Date:** \_\_\_\_\_  
**Permit No:** \_\_\_\_\_  
**Tax Map No:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
**Contractor if Different Than Applicant:** \_\_\_\_\_  
**Insurance Carrier:** \_\_\_\_\_ **Policy No:** \_\_\_\_\_

**Notice:** all building permit application will need proof of insurance before being issued and work will be permitted to start **NO EXCEPTIONS!!!** *If exception from Workmen's Compensation Insurance is applicable Applicant must provide a CE-200 form from Worker's Compensation Board, this can be obtained at [www.wcb.ny.gov/content/mains/forms/CE200Instructions.jsp](http://www.wcb.ny.gov/content/mains/forms/CE200Instructions.jsp).*

Applications hereby made to the Town of Brookfield Codes Office for the issuance of a Building Permit pursuant to N.Y.S. Fire Prevention and Building Code for the construction of buildings or alterations, as per Part 444. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow inspectors to enter the premises for required inspections.

Please read the applications instructions carefully, complete all parts and include building plans and detailed plot diagram. New York requires that plans be stamped and signed by a New York Licensed Architect or P.E. if there is more than **1500 square feet of habitable space**, or if the building, addition, or alteration **exceed \$ 20,000.00 in cost, or if the building, addition or alteration will have an effect on either structural or public safety.** The plans will also have to be certified that they conform to New York Energy Code.

### INSTRUCTIONS

1. This application must be completely filled in and submitted in duplicate to the Town of Brookfield Codes Enforcement Officer.
2. Plot plan showing location of a lot and buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be draw, which is part of this application.
3. This application must be accompanied by (2) sets of plans showing proposed construction (1) set if they are blueprints.
4. The work covered by this application may not commence prior to the issuance of a building permit.
5. Building Permit and approved plans will be kept on premises, and be available for inspection throughout the progress of the work.
6. Permit sign shall be posted in sight of the road for duration of the project.

No building **SHALL BE OCCUPIED OR USED UNTILL A CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN ISSUED!!!!**

Any deviation from approved plans must be authorized, the approval of revised plans are subject to the same procedure established for examination of the original plans. An additional permit fee may be charged predicted on the extent of the variation from original plans.

**Note:** This permit is only valid for 1 year or issuing date; renewing will be 50% of original cost and will only grant 6 months of extended time after that period the process will have to be repeated at full cost.

**Nature of Work:**

(Check one)

- 1. New Home:
- 2. Garage:
- 3. Shed:
- 4. Alteration:
- 5. Manufactured Home:
- 6. Other (specify): \_\_\_\_\_

**Description of**

**Work:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sanitary System:**

New Installation: \_\_\_\_\_. Existing: \_\_\_\_\_. Please attach all required plans.

**Water Supply:**

New Well: \_\_\_\_\_. Existing Well: \_\_\_\_\_. Spring: \_\_\_\_\_.

**Land Restrictions:** Please specify whether this property is located in a *Flood Plain* or *Protected Wetland* or any other restrictions that may apply: \_\_\_\_\_

**Lot Dimensions:**

Length: \_\_\_\_\_. Width: \_\_\_\_\_. Acreage: \_\_\_\_\_. Road Frontage: \_\_\_\_\_.

**Set Backs:** Front: \_\_\_\_\_. Right Side: \_\_\_\_\_. Left Side: \_\_\_\_\_. Rear: \_\_\_\_\_.

**Estimated Cost of Project:** \_\_\_\_\_. **Permit Fee:** \_\_\_\_\_.

**Inspection Schedule:**

- 1. Footers before pouring concrete
- 2. Foundation before back filling
- 3. Rough framing once roof is on structure
- 4. Plumbing, heating, electrical inspection before closing in any frame work
- 5. Insulation inspection
- 6. Final inspection

**Owner and contractor are liable for calling for inspections; Codes Official will require 24 hour notice of inspections. If this inspection schedule is not followed the issuance of a *Final Certificate* can be affected.**

**Applicant 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 the laws and ordinances covering this type of work will be complied 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.

\_\_\_\_\_. Date: \_\_\_\_\_  
(Owner or applicant signature)

This application is (approved) or (refused) Date: \_\_\_\_\_. **Codes Official:** \_\_\_\_\_.