

Town of Santa Clara, Franklin County, New York

APPLICATION FOR A BUILDING PERMIT

Note: The applicant is advised to carefully read the Town of Santa Clara Land Use Code, Local Law of 2001, last updated 8/27/19, available on the Town of Santa Clara web site:

1. to take note of all requirements in the location, size and nature of any construction and preparation therefore; 2. to become knowledgeable concerning terms and definitions, particularly as they relate to the application and anticipated work; 3. to learn of the responsibility of the owner (or authorized agent) in relation to the Uniform Fire and Building code and inspections required; 4. All electrical services and systems will require a certificate of inspection from an electrical inspection agency. No certificate of compliance or occupancy will be issued until an electrical inspection certificate has been obtained.

Applicant must prepare and submit documents and affirmations required in order to make this application complete for action by the Building Inspector. These include, but are not limited to: blue prints, scaled drawings and sketches, a copy of deed.

The Building Inspector is available to advise concerning the application process and, if necessary, the appeal process.

(Please print in ink or type)

Date: _____ Fee: _____

Appl #: _____

Applicant: _____ Tel.: _____

Address: _____

(Street & No., RFD, Star Route, Post Office, Zip)

Owner of Record: _____ Tel.: _____

Address: _____

(Street & No., RFD, Star Route, Post Office, Zip)

Property Location: _____

(Lot #, St... & No. Road (State, County, Town) Right of Way, Subdivision, Fire #)

Property description: _____

(As per tax bill)

Contractor: _____ Tel.: _____

Firm, Self, Other (specify)

Address: _____

(Street & No., RFD, Star Route, Post Office, Zip)

Certificate of Insurance: _____ Expiration: _____

RETURN APPL. /PERMIT TO; Owner: _____, Contractor: _____, Applicant: _____

(If different)

NEW CONSTRUCTION:

Site preparation: ___ House: ___ Garage: ___ Accessory: ___ Addition: ___

Well: _____ Septic/sewage: _____

Other(s): _____

Example: deck, dock, swimming pool, parking lot, fence, curb, etc. (if in doubt contact Building Inspector).

Renovation, Repairs, Removal, demolition: _____

_____ List appropriate term(s)

Rooms (List): _____ Storage: _____ Windows: _____

Deck: ___ Roof: ___ Garage: ___ Heating system: _____

Other (List): _____

TYPE OF FACILITY AND/OR MATERIALS:

Foundation: _____ Basement: _____

Framing: _____ Walls: _____ Windows: _____

Siding: _____ Roof: _____

Insulation: (Type and where used)

Elect. Wiring: _____

Heating: _____

Plumbing: _____

Water Supply: _____

Sewage/septic: _____

DESCRIBE WORK TO BE DONE: _____

Estimate of cost (\$): _____ (by whom: contractor, self: _____)

Other (specify): _____

Description of use or occupancy of the land and existing or proposed buildings (or other construction): _____

NOTES:

- 1. Permit Valid for one (1) year (see Land Use Code about extensions)
- 2. Permit must be posted conspicuously at entrance to site.
- 3. It is the responsibility of the applicant or owner to contact other State, County, and/or local agencies to secure any necessary permits.

SIGNATURE OF: _____
 (OWNER, AGENT, OR CONTRACTOR)

BUILDING INSPECTOR: _____

Date Completed application received: _____

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Reason(s): _____

Signature of Building Inspector: _____

Note: make checks or money orders payable to the Town of Santa Clara. Mail application to:
 Town of Santa Clara, 5376 State Route 30, Saranac Lake, NY 12983.

GENERAL BUILDING CHECKLIST:

1) SETBACKS

SIDE (25 FT): _____

SHOREFRONT (75 FT): _____

ROAD OR RIGHT of WAY (50 FT): _____

SEWAGE (100 FT): _____

2) HEIGHTS: BUILDINGS (30 FT): _____

3) SIZE: (IF OVER 1500 SQ FT NEED ARCHITECT/ENGINEER STAMP): _____

4) OTHER AGENCY PERMITS:

DEC: _____

APA: _____

HEALTH DEPT.: _____

5) DEED/SURVEY: _____

6) PLOT PLAN: _____

BOATHOUSE BUILDING CHECKLIST

1) SETBACKS:

SIDE (25 FT): _____

ROAD OR R of W (50 FT): _____

2) HEIGHTS: BOATHOUSES (15 FT): _____

3) SIZE: BOATHOUSE (625 SQ FT): _____

DOCKAGE (500 SQ FT): _____

COMBINED BOATHOUSE AND DOCK (875 SQ FT): _____

4) LENGTH (30 FT): _____

5) SHORELINE: (< 15%): _____

Notice to Property Owner, Contractor, and Agent

It is YOUR RESPONSIBILITY to contact the Code Enforcement Officer for inspection when you complete the following stages of your building permit project:

Footers (before and after pouring)

Foundation (before backfilling)

Framing

Electric Plumbing Insulation

Heating/Cooling Systems

Septic System **BEFORE IT IS BURIED**

Final Inspection

The Code Enforcement Officer can be reached for appointments to do these inspections as follows:

Santa Clara (518) 891-7190

Poor planning on your part does not constitute an emergency visit on our part. Please plan ahead so that we can meet your needs. Thank you.