

## INTRUCTIONS FOR BUILDING/USE PERMIT APPLICATION

**All applicable sections of this packet must be completed.**

The following examples are for filling out lines 1-20.

- 1.) **Town of Gouverneur**
- 2.) **Exact property location** must include road or highway name and 911 address.
- 3.) **Name of applicant - name of owner** - if owner is not the applicant or if the applicant is purchasing this property on a land contract the owner of record must be listed.
- 4.) **Address of applicant and owner** - same applies to address of owner as instructions in line three.
- 5.) **Phone numbers including area code of applicant and owner**
- 6.) **NYS tax parcel ID number** - this number can be obtained from your tax bill or by contacting the Town clerk or Code Officer.
- 7.) **Existing use and occupancy** - examples:
  - Detached single family dwelling
  - Detached double family dwelling
  - Multi family dwelling
  - Store
  - Garage etc.**Intended use and occupancy** - example:
  - Same as above
- 8.) **Nature of work to be performed** - check any that apply or list as other and explain.
- 9.) **Estimated cost** - Total cost of the project including materials and labor.
- 10.) **If dwelling** - number of units and number of units on each floor or if Garage number of cars.
- 11.) **As per stated** - example: Retail store with family dwelling.
- 12.) **Dimensions** (in feet) number of stories
- 13.) **Lot size**- This is also obtained from your tax bill either as dimensions or acreage.
- 14.) **As per stated** - example: not permitted in your district or setbacks cannot be met.
- 15.) **Compensation Insurance carrier** - if you are doing the work yourself, write in your homeowner's policy. If the work is to be done by a contractor their policy number and carrier is needed.
- 16.) **Name of design professional** - only required for commercial buildings, multi family dwellings or one and two family dwellings over 1500 sq. ft.
- 17.) **Electrical inspection** - all electrical inspections will be performed by a certified agency and a certificate of inspection shall be supplied to this office.
- 18.) **Perk test** - (if applicable) this work will be done by the Code Official to determine the amount of leach field required. If not applicable write in n/a
- 19.) **Leach field - to be filled in by the Code Officer.**

**For lines 18 & 19, arrangements must be made with the Code Officer to perform the test before the building permit can be issued.**

20.) **Plot plan and description of project** - as per instructions, (see example on page 3) a separate sheet may be used if necessary.

- The application must be **signed** and **notarized**.
- If the application is incomplete it will be returned to the applicant.
- The permit once approved will be good for one year from the date of issuance.
- Upon receipt of the application 10 working days to process will be adhered to.
- If a variance or planning board approval is needed, a minimum of 30 days will be required to process the permit.

**The following procedures will be followed for Planning Board and/or Zoning Board referrals.**

- The Code Officer will review the application to determine if any zoning laws or site plan approvals must be adhered to.
- If it requires site plan approval by the Planning Board, the application will be disapproved; however this does not mean the application is being denied.
- It is then turned over to the Planning Board for their approval or disapproval
- The Planning Board will schedule a public meeting; the applicant is required to attend.
- If the application is denied because of Zoning Law Requirements the applicant shall complete a variance application.
- The Code officer turns the application over to the Zoning Board.
- The Zoning Board will schedule a public meeting to approve, disapprove or make necessary changes to the application.

**In some instances prior to the above actions the application will be referred to the St. Lawrence County Planning Board for their approval. The Code Officer will make this determination based on location and type of project.**

**Until the Planning board, Zoning Board or the County Board have made their determinations and the Building/Use Permit is issued by the Code Officer absolutely no work can be started on the project.**

Please follow example on page three for the project plot plan and site plan.

For projects without complete structural drawings use page four and fill in the building systems completely making all entries legible.

Follow instructions on page five pertaining to Workers Compensation/Disability Benefits insurance. Either form BP-1 or WC/DB 100 shall be completed. Should WC/DB 100 be used it must be sent (fax or mail) to the NYS Workers Compensation Board to be approved. If you are hiring a contractor they shall supply their policy.

If all directions are followed and all items returned completed, your permit can be issued within the 10 day period or sooner.

Please include the following on the plot plan for your project and any other information that may aid in the permit issuing process.

- 1.) Location map showing the site within the town.
- 2.) Site plan showing existing and proposed features of the property, including but not limited to:
  - Lot dimensions
  - Arrow showing approx. north
  - Location and dimensions of buildings with setback distances noted
  - Layout of any parking, access or signs
  - Physical features of terrain (slopes, water courses, drainage, vegetation)
  - Location of water and sewage systems, whether municipal or private
  - Public rights-of-way or any easements
  - Adjacent owners

The following example may be of help in showing your site plan. Please use a straight edge, label legibly, accurately and show scale (1" = 2' etc.) or not to scale (NTS)

