**Permit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **VILLAGE of ELMIRA HEIGHTS**

**APPLICATION FOR PERMIT**

Civic Administration Building, 215 Elmwood Ave., Elmira Heights, NY 14903

**PROPERTY INFORMATION:**  Property ID#\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning District: R-1: R-2: R-3

Owner’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C-1;C-2 ;I-1; I-2

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town of Elmira Town of Horseheads

Home Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flood Plain: Is proposed project in flood plain? Yes, Give Zone:\_\_\_\_\_\_ ; No

Zoning District: Is proposed project allowed in the Zoning District: Yes

No, See Below

**TYPE OF PERMIT REQUESTED:** Alter/Addition; Demolition; Electrical/Plumbing; New Construction;

Shed; Solid Fuel Equip./Chimney; Swimming Pool; Sign Installation;

Permit fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Special Permit**: for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Change of Occupancy** – From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT INFORMATION:** Lot size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ft. X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ft. ; Required Set Backs: Front:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions of Project: Width:\_\_\_\_\_\_\_\_ Ft. X Length:\_\_\_\_\_\_\_\_ Ft. Total Sq. Ft.:\_\_\_\_\_\_\_\_\_\_ Side:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height:\_\_\_\_\_\_\_\_ Ft. **Estimated Cost:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Back:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Work to be Done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Construction Classification:\_\_\_\_\_\_\_\_\_\_ Occupancy Classification:\_\_\_\_\_\_\_\_\_\_\_ Proposed Use:\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACTOR(S) INFORMATION:**

Name/Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worker’s Comp. Ins.; Liability Ins.; Waiver Form; Home Owner Form

Name/Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worker’s Comp. Ins.; Liability Ins.; Waiver Form; Home Owner Form

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Worker’s Comp. Ins.; Liability Ins.; Waiver Form; Home Owner Form

**DOCUMENTATION:** Site Plan Submitted;Building Plan Submitted;Demolition Insp. Done;Equipment Documents Submitted

**CHANGES IN PLANS DURING CONSTRUCTION MUST BE APPROVED BY THE CODE ENFORCEMENT OFFICER. VIOLATIONS MAY RESULT IN A STOP WORK ORDER.**

**INSPECTIONS REQUIRED:** Footers; Foundation; Rough Framing; Insulation; Rough Electrical; Rough Plumbing;

Solid Fuel Equipment/Chimneys before enclosing; Final Electrical; Final Project

**IT IS THE RESPONSIBILITY TO CALL FOR INSPECTIONS. FAILURE TO CALL MAY RESULT IN DISMANTLING SO INSPECTION CAN BE DONE. ELECTRICAL INSPECTIONS MUST BE DONE BY A CERTIFIED INSPECTION AGANCY AND IS SUBJECT TO CODE ENFORCEMENT APPROVAL.**

**CERTIFICATION:**

I hereby certify the information contained herein and submitted to the Office of Code Enforcement is true and correct. I further certify that I have read the entire **APPLICATION FOR BUILDING PERMIT** AND UNDERSTAND THE QUESTIONS ASKED. All provisions of the New York State Uniform Fire Prevention & Building Code and Elmira Heights Village Code will be complied with whether specified herein or in accompanying documents or not. **The granting of a permit does not presume to give authority to violate or cancel provisions of any state or local law regulating construction or the performance of construction. Furthermore the applicant is responsible for compliance with any and all state and local law pertaining to the operation of the above construction.**

Any building official, upon showing proper credentials and in the discharge of their duties may enter upon any building, structure or premise at any reasonable hour and no person shall interfere with or prevent such entry. I FURTHER UNDERSTAND AND AGREE THAT THE PREMISES **WILL NOT BE OCCUPIED** UNTILTHE REQUIRED CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN ISSUED.

Owner/Authorized Agent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMIT DENIED**(See Attachment); **PERMIT DENIED**(Variance Required, See Attachment)

**PERMIT APPROVED** – Code Enforcement Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_