

Town of West Monroe

Code Enforcement Office

Code Enforcement Official

46 County Route 11 West
Monroe NY 13167

Phone (315) 676-3521 X103

Fax (315) 676-3520

codes@townofwestmonroe-ny.us

RESIDENTIAL BUILDING PERMIT REQUIREMENTS CHECKLIST

1. BUILDING PERMIT APPLICATION. See fillable PDF below
2. BUILDING PERMIT INFORMATION NYS PART 1203. (click here for document).
3. SURVEY; show location of proposed building.
4. SITE PLAN APPROVAL may be required.
5. CERTIFICATE OF ELEVATION, if located in Special Flood Hazard Area. You can visit website www.fema.gov for additional information.
6. SEWAGE DISPOSAL APPROVAL or County approved septic design.
7. Two (2) Sets of CONSTRUCTION PLANS and Specifications. (May require New York State Architect or P.E. Seal.)
8. ENERGY ANALYSIS (rescheck); to satisfy the NYS Energy Conservation Code. This can be obtained at website: www.energycodes.gov
9. PROOF OF NYS WORKERS COMPENSATION Insurance for the contractor performing the work. Acceptable forms are: U-26.3 (NY State Insurance Fund), C-105.2 (9-07), or GSI-105.2(2-02) from the Workers Compensation Board. If there are no employees the contractor can complete "Affidavit For New York Entities And Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/Or disability Benefits Insurance Coverage Is Not Required – Form: WC/DB-100(9-07). This form can be obtained in a downloadable version at website: www.wcb.state.ny.us and click on the Common Forms button at the top to get to the forms you can scroll through. If the Homeowner is performing the work "Affidavit of Exemption to Who Specific Proof of Workers' Compensation Insurance Coverage for a 1,2,3 or 4 Family, Owner-occupied Residence" Form BP-1 (9-07) may be completed and is available in the Code Office OR as a download from our website OR www.wcb.state.ny.us.

REQUIRED INSPECTIONS: The code enforcement office requires inspections of the following elements of the construction process, where applicable:

- work site prior to the issuance of a permit;
- footing and foundation;
- preparation for concrete slab;
- framing;
- building systems, including underground and rough-in;
- fire resistant construction;
- fire resistant penetrations;
- solid fuel burning heating appliances, chimneys, flues or gas vents;
- energy code compliance; and
- a final inspection after all work authorized by the building permit has been completed.

The code enforcement office requires building permit holders to notify the municipality when construction work is ready for inspection, and to keep all work accessible and exposed until inspected and accepted by the municipality.

ELECTRICAL WORK must conform to all NYS codes and NEC. All work shall get inspected by an approved electrical agency for any and all electrical work.

Date _____ 20 _____	Application For Building Permit	Application Date _____
Approved _____	Town of West Monroe	
Disapproved _____	46 County Route 11 West Monroe, NY 13167 Building Permit No. _____	
Insurance: Liab <input type="checkbox"/> Comp <input type="checkbox"/>	(315) 676-3521 x103 Fax (315) 676-3520	Permit Fee \$ _____
Waiver <input type="checkbox"/>		Paid <input type="checkbox"/> Check # _____

Parcel Information: _____		(checks payable to Town of West Monroe)
Mailing Address _____		Zoning District _____
Owner _____	Builder/Contractor _____	
Project Location _____	Address _____	
Telephone _____	Telephone _____	Fax _____
E-Mail _____	E-Mail _____	

<p>TYPE OF BLDG: RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER <input type="checkbox"/></p> <p>NATURE OF WORK:(please provide detailed description)</p>	<p style="text-align: center;">(Where Applicable)</p> <p>TOTAL SQ.FT. _____</p> <p>Number of Bedrooms: _____</p> <p>Existing Bedrooms: _____</p> <p>Total Number Bedrooms _____</p> <p>ESTIMATED COST: _____</p>
ADDITIONAL DETAILS CAN NE PROVIDED BELOW	

This application must be accompanied by two copies of a site plan and two complete sets of plans, specifications, and all information required by the Zoning Ordinance and the Codes of NYS, where applicable.

The work covered by this application may not be started before the issuance of a Permit, Site Plan or Variance depending on the circumstances of the project. Site inspection is required for some projects prior to issuance of Building Permit. Scheduling ALL inspections including final inspection to secure Certificate of Occupancy or Compliance is the responsibility of the Owner/Agent.

Upon completion of this application and review, the Building Inspector will issue a Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work. **No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy or a Certificate of Compliance shall have been issued by the Building Department.** Application is hereby made to the Code Enforcement Office for the issuance of a Permit pursuant to the Uniform Code for the construction of buildings, additions, alteration or the removal or demolition of the property as hereby described. The applicant agrees to comply with all applicable laws, ordinances and regulations and is authorized to perform such work on the stated parcel by the owner and/or their agent. I, (print) _____ the agent/applicant do hereby certify that the above statements are true to my knowledge and belief and that all work or installation shall be entirely within the boundaries of the subject lot. The undersigned is the responsible party for compliance with all regulations.

Date _____ Signature of Applicant _____ Contact Info _____

* ** Signature of Owner (or enclosed authorization) _____

When Required _____ (Signature of Highway Superintendent) (Date)	When Required _____ (Signature of Water/Waste Water Super) (Date)
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 (Signature of Building Inspector /CEO)

 (Date)

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ADDITIONAL DETAILS & NARRATIVE INFORMATION:

A plot plan and construction drawings are required and should be submitted with application and include the following:

1. Location of proposed structure, addition or project showing all exterior dimensions.
2. The distance of the proposed project from all lot lines and zoning setbacks.
3. Driveway location.

PLOT PLAN:

ZONING DISTRICT

FLOOD ZONE: Yes ☐ No: ☐

REAR
SETBACK _____

SIDE
SETBACK _____

SETBACK _____

FRONT
SETBACK _____

NAME OF STREET/ ROAD