

- **BUILDING PERMITS: To be completed by the property owner or an agent acting on his behalf**

Permits are required for **erecting, construction, enlargement, structural alteration, demolition, moving or changing the occupancy** of any building within the Village. Permits are also needed for the installation of swimming pools, both above-ground and in-ground with fences. Applications are available at the Village Clerk's Office. Fees are to be paid at the time the application is filled and returned to the Clerk. It will then be forwarded to the Building and Fire Code Enforcement Officer for approval. If approval is denied or if the application is withdrawn, the application fee will be refunded.

Fees: amended 8/14/2006

HOME new on lot; includes mobiles	\$ 250.00
ADDITION one floor	\$ 100.00
GARAGE 2-car or less	\$ 50.00
GARAGE > 2	\$ 75.00
SINGLE WIDE MOBILE REPLACEMENT	\$ 25.00
DOUBLE WIDE MOBILE REPLACEMENT	\$ 50.00
IN-GROUND SWIMMING POOL w fencing	\$ 75.00
ABOVE GROUND SWIMMING POOL w fencing	\$ 25.00
MISC. (small shed at least 144 sq ft., etc.)	\$ 10.00

ANY BUILDING NOT COVERED ABOVE \$20.00/200 SQ FT

NO PERMIT REQUIRED FOR SHEDS LESS THAN 10'X10'

NO PERMIT REQUIRED FOR FENCES

**Exemptions. No Building Permit shall be required for work in any of the following categories:**

(1) construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88 square meters);

(2) installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);

(3) installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;

(4) installation of fences which are not part of an enclosure surrounding a swimming pool;

(5) construction of retaining walls unless such walls support a surcharge or impound Class I, II or IIIA liquids;

DATE of issuance: \_\_\_\_\_ expiration date: \_\_\_\_\_

PERMIT # \_\_\_\_\_

**NOT TO BE USED FOR DEMOLITION PERMIT**

PLEASE OBTAIN OFFICIAL DEMOLITION PERMIT APPLICATION

FEE: \_\_\_\_\_

**NOT TO BE USED FOR DEMOLITION PERMIT**

**VILLAGE OF FONDA  
BUILDING PERMIT APPLICATION**

APPLICATION IS HEREBY MADE TO THE CODES ENFORCEMENT OFFICER/S FOR A PERMIT PURSUANT TO THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE LAW FOR THE CONSTRUCTION OF BUILDINGS, ADDITIONS, ALTERATIONS, REMOVAL OR DEMOLITION AS HEREIN DESCRIBED. THE APPLICANT AGREES TO COMPLY WILL ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS.

THE UNDERSIGNED UNDERSTANDS THAT THE PERMIT MAY BE SUSPENDED OR REVOKED WHEN IT IS DETERMINED THERE IS A VIOLATION OF THE CONDITION UNDER WHICH THEIR PERMIT WAS ISSUED, OR THERE HAS BEEN A MISREPRESENTATION OR FALSIFICATION OF MATERIAL FACTS IN CONNECTION WITH THE PERMIT APPLICATION OR A CONDITION OF THE PERMIT.

**This permit shall expire 12 months after the date of issuance. A permit which has become invalid or expired may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.**

PROPERTY OWNER \_\_\_\_\_ LOCATION: \_\_\_\_\_

PRINT NAME

PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OWNER

CONTRACTOR NAME \_\_\_\_\_

NAME /ADDRESS/PHONE OF CONTACT PERSON \_\_\_\_\_

IF OTHER THAN OWNER OR CONTRACTOR

***COPY OF DEED AND/OR PROOF OF PURCHASE REQUIRED***

RE-CERTIFICATION OF PERMIT REQUIRED AFTER 1 YEAR

*GENERAL APPLICATION INSTRUCTIONS:*

1. This application must be filled in by typewriter or printed in ink and returned to the Village Clerk.
2. Draw a plot plan. Plan must show location of the lot and buildings on premises, relationship to adjoining premises or public streets or areas. Give a detailed description of layout of the property.
3. One complete set of specifications/plans must accompany this application. This shall include nature of the work to be performed, the materials and equipment to be used and details of the structural, mechanical, electrical, and plumbing installations.
4. No work shall commence before issuance of a permit.
5. Upon approval of application, the code enforcement officer will issue the building permit, required to be displayed conspicuously on premise or upon demand by code enforcement officer/authorized agent(s) acting on his behalf.
6. No building or portion thereof for which a permit has been issued shall be occupied or used in whole or in part for any purpose whatsoever until a certificate of occupancy is granted by the code enforcement officer.

7. The owner of the property on which this work is performed grants the code enforcement officer the right to inspect the property for which this permit pertains to until the certificate of occupancy or compliance is issued (Sec 444.3 D 1 & 2 Title 19 NYCRR).

8. **Proof of workers compensation insurance and disability benefits for contractors, subcontractors and/or employees is required and as such must accompany this application. (Chapter 131).**

**FILL IN 1-13 WHERE APPLICABLE**

1. Location of property: \_\_\_\_\_  
(physical address, ie: 8 E. Main Street)

2. Tax Map # (SBL): \_\_\_\_\_ Tax Class Code: \_\_\_\_\_

3. Existing Use of Property: \_\_\_\_\_  
Intended Use of Property: \_\_\_\_\_

4. Nature of Work: New Building \_\_\_ Repair \_\_\_ Addition \_\_\_ Alteration \_\_\_  
Mobile Home \_\_\_ Removal/Demolition \_\_\_ Other \_\_\_

5. Estimated Cost of Project: \_\_\_\_\_

6. If multiple dwelling:  
Number of units \_\_\_\_\_ Number of bedrooms \_\_\_\_\_ Number of floors \_\_\_\_\_

7. If Mobile Home: (ATTACH COMPLETED SCHEDULE A) Note: Local Law #1-95 Regulating the installation and placement of Mobile Homes must be obeyed.

New Installation \_\_\_ or replacement of existing \_\_\_ Model Year \_\_\_\_\_

8. If Garage: Number of bays \_\_\_\_\_

9. If alteration or addition:  
Dimensions of existing structures: Depth \_\_\_\_\_ Height \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_ # of stories \_\_\_\_\_

10. If new construction, including mobile homes: Depth \_\_\_\_\_ Height \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_ # of stories \_\_\_\_\_

11. Size of lot: Depth \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_

12. Distance from nearest adjacent building: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_

13. Distance from nearest adjacent property: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_

**Plot Plan**

Please draw as requested. Start with street/road names. Indicate interior or corner lots. Show all buildings, existing and proposed. Indicate all dimensions from surrounding property lines. Show location of sewage/water system. Show elevation views in regards to new buildings, alterations, and/or additions.

N

**Schedule A: To be used with installation of Mobile Home  
Approval by the Code Enforcement Officer is required.**

Type of Foundation: Perimeter \_\_\_ Lateral runners \_\_\_ Longitudinal runners \_\_\_ Pillars \_\_\_

Does foundation exceed 48 inches above ground level? No \_\_\_ Yes \_\_\_

Describe how mobile home will be attached to foundation including number and place of contact points:

\_\_\_\_\_

Tongue removed \_\_\_ or fully enclosed \_\_\_ ?

Type of skirt material:

\_\_\_\_\_

Will the skirt fully enclose the mobile home from the outside wall of the mobile home to the ground?

Yes \_\_\_ No \_\_\_

**\*\*\*\*\*Review of Application\*\*\*\*\*  
(Office Use Only)**

- 1. Payment of fees \_\_\_\_\_
- 2. Proof of Worker's Comp \_\_\_\_\_
- 3. Copy of Contractors licenses in re Asbestos Removal \_\_\_\_\_
- 4. SEQREA completed \_\_\_\_\_
- 5. NYS DOL DSH Asbestos Project Notification \_\_\_\_\_

Above review performed by \_\_\_\_\_ on this date: \_\_\_\_\_

Date of issuance: \_\_\_\_\_ Permit expiration date: \_\_\_\_\_

**This permit shall expire 12 months after the date of issuance.**