

BUILDING PERMIT APPLICATION PROCEDURE

1. Obtain a permit application and specification sheet from the Village Clerk and fill it out completely.
2. Return the completed application along with two (2) sets of plans or sketches to the Building Inspector/Code Enforcement Officer. Plans must show the basic size of the structure, floor plans and a three dimensional view of the structure. *Note: any structure that has a floor area of 1500 s.f. or more requires stamped drawings from a NY registered Architect or Engineer and a list of materials.
3. If application is for install of Factory Manufactured Home, a NY Certified Installer must be identified.)A list of certified installers can be found at the following website: <http://www.dos.ny.gov/DCEA/pdf/intcertlist0022310.pdf> and certification letter must accompany application before a permit will be issued.
4. For new construction, a site plan must be submitted identifying location on property and property line distance.
5. A written description of the scope of work to be performed.
6. A certificate of insurance for all contractors working on the project or proof of compliance with mandatory coverage provisions of the Workers' Compensation Law will be filed with the Building Inspector/Code Enforcement Officer before any work will be permitted to commence. Owner-occupied residences must show proof of exemption from mandatory coverage by filing an affidavit of exemption.
7. Submit the proper fee to the Village Clerk.
8. The completed application must be filed at least 10 days prior to the anticipated starting date of the project.
9. The Building Inspector/Code Enforcement Officer will review the permit application and plans to make sure that they comply with all applicable codes and regulations. If there are any violations, they will be noted and the plans returned to the application for correction. A permit will be approved an issued when the plans comply with all necessary codes and regulations.

VILLAGE OF LEICESTER
Code Enforcement Office
52 South Parkway
PO Box 203
Leicester NY 14481

FOR OFFICE USE ONLY

DATE RECD: _____	RCVD BY: _____
FEE PAID: _____	PERMIT # _____
PLANNING BOARD RECVD BY: _____	DATE: _____
ACTION BY PLANNING BOARD : ____ APPROVED ____ DENIED	
REASON FOR DENIAL: _____	
VARIANCE REQUIRED ____ YES ____ NO	
ACTION TAKEN BY CODE ENFORCEMENT OFFICER: _____	

GENERAL BUILDING PERMIT APPLICATION

INSTRUCTIONS:

- PLEASE FILL OUT COMPLETELY; PRINT CLEARLY, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**
- SUBMIT THIS FORM AND ALL ATTACHMENTS, WITH APPLICABLE FEES TO THE VILLAGE OFFICE.**
(see attached fee schedule)
- A DETAILED DRAWING MUST BE INCLUDED.**

APPLICANTS NAME _____ PHONE NUMBER _____
MAILING ADDRESS _____
OWNER'S NAME _____ PHONE NUMBER _____
MAILING ADDRESS _____
CONTRACTOR'S NAME _____ PHONE NUMBER _____
PROPERTY LOCATION _____ **TAX MAP #** _____

if you are not the owner, in what capacity do you represent the owner? _____
Current use of space _____
Estimated cost _____ Estimated completion date _____
Anticipated increase in number of residents, shoppers, employees, etc (if applicable) _____

Proposed project dimensions, please provide measurements in feet:
SET BACK FROM FRONT PROPERTY LINES _____
SETBACK FROM SIDE PROPERTY LINES _____
SETBACK FROM REAR PROPERTY LINES _____
PERCENTAGE OF TOTAL LOT AREA NOW OCCUPIED BY ALL BUILDINGS _____
PERCENTAGE OF TOTAL LOT AREA PROPOSED BY ALL BUILDINGS _____
AREA OF PROPOSED NEW STRUCTURE OR ADDITION IN SQUARE FEET _____
HEIGHT OF PROPOSED NEW STRUCTURE IN FEET _____

WRITTEN DESCRIPTION OF THE PROPOSED PROJECT, INCLUDE MATERIALS BEING USED, PARKING SPACES, DIMENSIONS, DWELLING UNITS, OFFICE SPACE, ETC. AS APPROPRIATE. CAN USE ADDITIONAL SHEETS AS NECESSARY:

Please provide a detailed drawing of the project. (Space provided on the following page, can use additional paper if necessary)
Drawing must include an arrow indicating north, dimensions of the lot, all streets that border the property, abutting properties labeled with names

Of owners, dimensions of all existing and proposed buildings and other structures, including distances from the property lines and each other.

NOTE: signs, fences, walls, porches, tool sheds, and other accessory structures must be shown on drawing. Use graph paper if needed.



I, the undersigned, hereby apply for approval or permit, for the purposes and on the site described herein, and agree that such purposes shall be undertaken in accordance with all the applicable laws and regulations of the Village of Leicester and the State of New York. I understand that any permit or approval issued pursuant to this application shall expire if the project or action or use has not commenced within six months from the time of issuance. I further declare that all statements contained in the application and in any accompanying plans and specifications are true to the best of my knowledge and belief and that the work or action to be performed and/or the use of the property will be in conformity with the data in this application.

The owner or a representative of the project must be present at the planning board meeting if the application requires planning board approval.

Signature of applicant _____ Date _____

THIS SECTION FOR OFFICE USE ONLY

Application number _____ Zoning District _____ Date of Application _____

Application requires Planning Board approval ___ yes ___ no

Application for: _____ preliminary site development plan approval - NO FEE

_____ final site development plan approval - \$45

_____ zoning compliance permit - \$5

_____ special use permit - \$45

_____ variance - \$50

_____ demolition permit - \$45

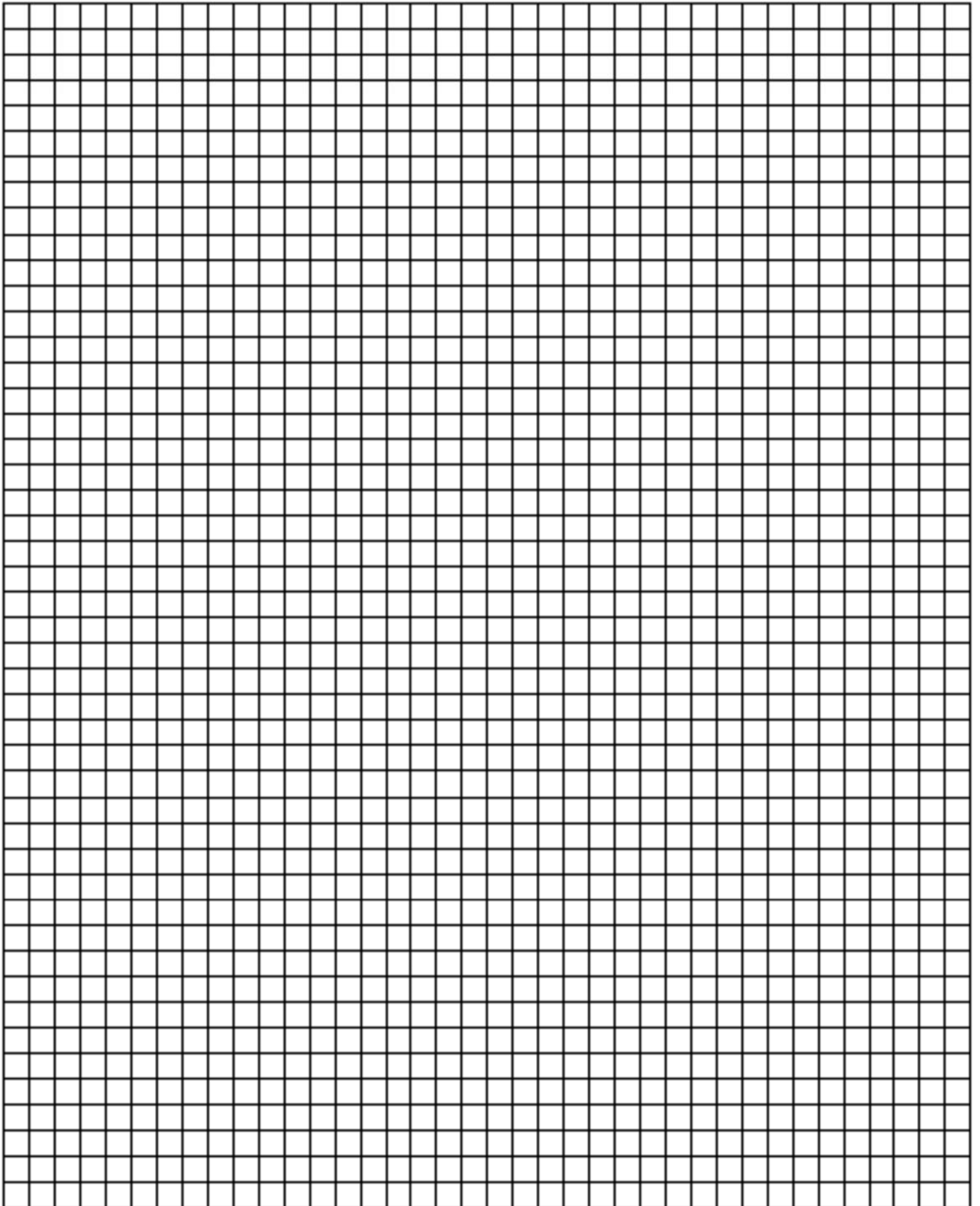
Check whether the current or last previous use is listed in the Zoning Law.

___ permitted use ___ prohibited use ___ special use permit ___ not listed (may be non-conforming use)

___ permit granted for Use by action ZBA

___ **check if application requires approval from Livingston County Planning Board.**

SITE PLAN



VILLAGE OF LEICESTER
BUILDING/ZONING PERMIT AND INSPECTION FEE SCHEDULE
\$150 FINE IF WORK IS STARTED WITHOUT A PERMIT

Zoning & Building

Property Maintenance up to \$10,000.....	no fee
Zoning permit (required on all permits, except for maintenance).....	\$5
Variance.....	\$50
Special use permit.....	\$45

Construction/remodeling

Fee is based on cost of project as listed below. Cost shall include value of self labor or donated labor.

<u>Total Cost</u>	<u>Permit Application Fee</u>
\$2,000 or less.....	\$35
\$2,000.01 to \$20,000.....	\$35 for the first \$2,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$20,000.01 to \$50,000.....	\$100 for the first \$20,000 plus \$2.00 for each additional \$1,000 or fraction thereof
Greater than \$50,000.....	\$170 for the first \$50,000 plus \$1.50 for each additional \$1,000 or fraction thereof

Installation of Miscellaneous structures and equipment

Free standing fence.....	\$25
Free standing sign.....	\$15
Building affixed sign.....	\$25 plus \$0.10 per s.f.
Above ground swimming pool, including fence.....	\$160
Heated appliance: Furnace, boiler, room heater, wood burning stove, electrical service/generator, fireplace, and/or associated flues, chimneys, vents and piping.....	\$35
Any Manufactured home.....	\$50
Demolition.....	\$45
Portable storage units (PODs)...(fee <i>may</i> be refundable with compliance and removal of unit)....	\$50
Sheds or other utility storage structures under 500 square feet.....	\$35

Certifications

Certificate of Occupancy or Compliance	
First certificate.....	no fee
Copy of certificate previously issued.....	\$7.50
Temporary cert. of occupancy or compliance (90 days) if permit is in effect.....	\$20
Third or subsequent cert of occupancy or compliance.....	\$125
Flood zone status of individual property.....	\$20
Septic inspection.....	\$25

Property Inspections applies to inspections conducted to determine compliance with applicable provisions of the following laws:

- NYS multiple residence law
- NYS uniform fire prevention and building codes

Dwellings

Single family (on request).....	\$45
Two Family	\$60
Hotels, Bed and Breakfast establishments, rooming houses	\$65 plus \$1.50 per room (all rooms in building)
Other multiple dwellings , charged according to the number of dwelling units	
3 - 6 units.....	\$75 plus \$15 for each additional units from 4-6
7 - 12 units.....	\$125 plus \$7 for each additional units from 8-12
More than 12 units.....	\$165 plus \$3.50 for each additional units greater than 12
Commercial structure	\$50
Home based business that allows public entry	\$30
Non-profit organizations	\$15
Industrial	\$7.50 per thousand square feet of gross floor area (minimum \$70)