

TOWN OF WAYNE

P. O. Box 182,
9772 Silsbee Road
Wayne, NY 14893

Telephone: 607.292.3450 Fax: 607.292.3309

Documents Required For A Building Permit

Please submit original permit application and two (2) copies of application and documents:

1. **Current Tax Map or Survey**
2. **Plot Plan** Showing dimension of building, set back dimensions to all property lines and adjacent buildings, locate wells, and septic system, locate highways and right-of-ways, indicate North orientation with arrow.
3. **Building Plan** Include foundation plan, floor plan, two (2) elevations, and section view.
4. **Photographs** Site, existing buildings, and roadway approach.
5. **Current Wastewater Inspection or Approved Engineered Design**
6. **Five-Year Plan for Site**
7. **Contractor Insurance Certificate**

Locate underground utilities before digging, call UFPO 811

Excavation and landscaping require erosion control measures.

Do not start construction until all permits are issued.

New construction requires a Certificate of Occupancy upon the completion of a project. Buildings may not be occupied until the certificate is issued.

Incomplete applications will be denied.

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APPLICATION FOR A BUILDING PERMIT

Date Received _____ APPLICATION NO. _____

Name of Applicant: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work / Cell _____

Email Address: _____

Name of Property Owner: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work/Cell: _____

Email Address: _____

Name of Contractor: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work/Cell: _____

Email Address: _____

Location of Property: _____

Tax Map ID: _____ Zoning District _____

Description of Work: _____

Floodplain Elevation _____

PERMIT FEE MUST ACCOMPANY THIS APPLICATION
COMMERCIAL BUILDING MUST HAVE AN ARCHITECT OR ENGINEER STAMPED SET OF PLANS.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

Checklist for Application of Building Permit

- YES NO Will a new driveway be needed or will there be a change to the present driveway? If so, provide a copy of State, County, or Town permit.
- YES NO Will there be any construction, landscaping, stone work, etc. next to or in the high Right-of-Way?
- YES NO Will any excavation or fill be needed for the project?
- YES NO Will the property slope to roadway or neighbor's property be greater than 15%?
- YES NO Will this permit cause a change in the existing use of property or structures?
- YES NO Will there be a sign larger than two (2) square feet (including signs for owners name and house number)?
- YES NO Will the exposed height of construction exceed thirty-four (34) feet in any location?
- YES NO Does your project include dividing the land?
- YES NO Will the existing septic system be used?
- YES NO If yes to above, will you be adding to the total number of bedrooms?
- YES NO Will you have a garbage disposal?
- YES NO Will a new septic system be required?

Signature of Applicant

Date

BUILDING PERMIT FEES

Pre – application interview

The Zoning Officer will review the applicant's intent of plan prior to the permit application

Application Fees

- Residential New construction, remodeling and addition
 one and two family home

 Application Fee \$ 50.00

 - Multi-Family New construction, remodeling and addition

 Application Fee \$ 100.00

 - Commercial New Construction, remodeling and addition

 Application Fee \$ 100.00

 - Accessory New Construction, remodeling or addition of
 Buildings structures greater than 50 square feet
 Garages, Shops prefabricated or site built
 Storage Sheds

 Application Fee \$ 30.00

 - Landscaping New construction requiring
 Pools, Fences phased inspections.
 Driveways, Patios
 Retaining walls

 Application Fee \$ 30.00
-

Permit fees shall be paid in full with application filling and are non-refundable.

Building Permit

Inspection Fee Schedule

Any one of the following inspections will require a \$ 30.00 Fee.

- Site preparation, erosion
- Foundation, Footings, Walls, Waterproofing, Drainage
- Rough Framing
- Rough Plumbing, Heating and Ventilation (Electrical by Others)
- Insulation, Drywall
- Septic System with As Built Drawing (by others), Finish Grade, Seeded
- Certified Blower Door Test (by others)
- Final inspection for Certificate of occupancy, no fee required

Inspections must be certified to meet the requirements of Town of Wayne, Land Use Regulations and or N.Y.S. Fire prevention and Building code.

All inspection fees shall be paid in full when permit is issued.