

# 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.**

# APPLICATION FOR A BUILDING PERMIT

Date Received \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

**Telephone:** Residence: \_\_\_\_\_ Work / Cell \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

**Telephone:** Residence: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

**Telephone:** Residence: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Location of Property:** \_\_\_\_\_

**Tax Map ID:** \_\_\_\_\_ **Zoning District** \_\_\_\_\_

**Description of work, include any easements or deed restrictions** \_\_\_\_\_

\_\_\_\_\_

**Floodplain Elevation** \_\_\_\_\_

**Estimated Cost of Construction:** \$ \_\_\_\_\_ **Total**

**Gross Square Footage Involved:** \_\_\_\_\_ **Total**

**PERMIT FEE MUST ACCOMPANY THIS APPLICATION**

\_\_\_\_\_  
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**

## **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.

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

