

**The Town of Montour**  
135 Havana Glen Rd.  
P.O. Box 579  
Montour Falls, NY 14865  
Phone: (607) 535-9476  
Fax: (607) 535-8897  
[www.townofmontourny.com](http://www.townofmontourny.com)

**Building Inspector III**  
Rick Carroll  
(607) 731-0357  
[mcode1@stny.rr.com](mailto:mcode1@stny.rr.com)  
**In Office Hours:**  
Wednesday 3:00pm – 6:00pm

## Building Permit Application

\*A Plot Plan must be submitted with this application\*

<b>Office Use Only:</b> Permit #: _____	Permit Fee: _____
Building Inspector: _____	Date Approved: _____

**Applicant:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Landowner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project:** Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Project Cost: \$ \_\_\_\_\_

**Specifics:** Check which apply – Residential  Commercial

New Construction  Addition  Alteration  Renovation  Demolition

Electrical  Fence  Porch/Deck  Garage/Carport  Driveway

Heating/Cooling System  Shed  Pool  Spa  Generator

Other  \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

**Compliance:** Does this project comply with all Town of Montour Zoning Ordinance regulations?

Yes  No  IF "NO" DO NOT PROCEED, A PERMIT CANNOT BE ISSUED

Does this project require a Site Plan Review by the Town of Montour Planning Board?

Yes  No  IF "YES" DO NOT PROCEED, A PERMIT CANNOT BE ISSUED

# Project Details

A drawing of work to be performed must be submitted with this application and include the following:

## PLOT PLAN- Provide for new construction and/or additions, garages, pole barns, & sheds

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers; 48" minimum

**Addition:** will be used as: Family Room  Living Room  Kitchen  Bedroom  Den   
Bathroom  Full  -or- Half  Other  \_\_\_\_\_

**Garage/Carport:** Attached  Detached

**Porch/Deck:** Open  Covered  Enclosed  Screened  Other  \_\_\_\_\_

**Type of Heating/Cooling System:** \_\_\_\_\_

## Contractor(s) Information

1. General Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Electrical Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Plumbing Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Architect/Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Mechanical Contractor Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*NOTE: Failure to provide required information will delay the issuance of a permit\***

## Additional Details

1. If you are building a new structure, a major addition, or a major renovation:
  - a) **Must provide** current Energy Code Compliance – RESCHECK or COMCHECK documentation
  - b) If new construction OR renovation exceeds \$20,000 this may require NYS Registered Engineer or Architect stamped plans to include, but not limited to: foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc. Two stamped copies must be provided to this office.
  - c) If a new addition increases the TOTAL square footage of an existing structure to exceed 1500sq. ft. you need to supply two copies of the Engineer's or Architect's plans.
  - d) Must, also, include a copy of tax map or survey showing location of all structures on lot with all setbacks clearly identified, location of on-site wastewater disposal systems, water wells, and names of all adjoining property owners.
  - e) If application is for new construction, Schuyler County Watershed Department must approve sewage system. Contact Darrel Sturges at (607) 535-6868
  - f) If your project will impact, disturb, or expose one or more acres of soil, you are required to have a permit for storm water discharges from the site. Contact NYS DEC Division of Water, Bath Office – Phone: (607) 622-8286
  
2. **If performing a renovation or alteration:** where the aggregate square footage does not exceed 1500 square foot and the total value of new work is less than \$20,000, you need to supply two sets of scaled drawings, showing area of work and type of work. Example: size and location of joists, studs, rafters, type of construction, depth of footers, location of electric service, windows, doors, piping, fire exits, location of wastewater disposal system, insulation and all required Code Compliant information. For electric, we can supply names of third party inspectors.
  
3. **If doing any gas piping or electrical work** – these will need to be inspected by approved inspectors only. For gas piping inspections – check with NYSEG or an LP supplier for approved inspectors. You need to supply a copy of their inspection report after installation to the Building Inspector. They may charge for these inspections and those fees are your responsibility.
  
4. **If you will be doing any excavating or digging for you project** – call 1-800-962-7962 at least three days in advance of beginning work. Penalties may apply to repair underground lines if you don't give proper notice.
  
5. **If you are doing any demolition** – you must supply a copy of the Asbestos Survey, as required in Code Rule 56 if you hire any employees or contractors to perform any of the demolition work OR before the Fire Department may burn the structure. Code Rule 56 does not apply to owner-occupied single-family dwellings where the owners perform the work themselves.
  
6. **Lead Paint Hazard:** Contractors performing renovation, repair, and painting projects that disturb lead-based paint on any structure built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To prevent against the risk, EPA

issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning for major repair or maintenance activities. Minor repair and maintenance activities are those activities including minor heating, ventilation or air conditioning work, electrical work, and plumbing, that disrupts less than 6 square feet or less of painted surface per room for interior activities or 20 square feet or less of painted surface for exterior activities.

7. **Sprinkler or Alarm System:** You must provide a copy of Manufacturer Documentation to Building Inspector along with lay-out of system. Installers must supply a copy of their license to the Building Inspector.
8. **Solid Fuel Burning Device:** Wood  Pellet  Coal  Corn  Outdoor Unit   
Other  \_\_\_\_\_

Include a copy of venting requirements and unit specifications from manufacturer's instructions and copy of sales order or receipt with application.

## Read Before Signing

1. Work conducted pursuant to a building permit must be visually inspected by the Building Inspector and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinance for the Town of Montour, and all other applicable codes, rules, or regulations.
2. It is the owner's responsibility to contact the Building Inspector at (607) 535-9476 or (607) 731-0357 at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for 'internal work' which will eventually be covered from visual inspection by additional work (i.e., electrical work later covered by a wall). Do not proceed to the next step of construction if 'internal work' has not yet been inspected. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Building Inspector Office will greatly reduce this possibility.
3. Owner hereby agrees to allow the Building Inspector to inspect the sufficiency of the work being done pursuant to this permit, provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non-work-related violations which are readily discernable from such inspection(s).
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. Permit will not be issued unless current valid Worker's Compensation and Disability Insurance certificates are attached to this application. Accord forms are not acceptable proof of Worker's Compensation. If a contractor believes he/she is exempt from the requirement to provide Worker's Compensation and/or Disability Benefits, the contractor must complete Form CE-200 obtained from the New York State Worker's Compensation Board website and provide a copy to this office.
5. If a Certificate of Occupancy is required, the structure shall NOT be occupied until said certificate has been issued.
6. The Building Permit must be displayed so as to be visible from the street nearest to the site of the work being constructed.
7. This Building Permit is valid for two years from the date of issue. Contact the Building Inspector prior to the expiration date to discuss need and validity of possible extension
8. Failure to schedule the final inspection will result in additional fees of \$150.00 or 1% of project cost, whichever is greater.

I, \_\_\_\_\_, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true and that I have read and agree to the terms and conditions of this application.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_