

# TOWN OF WILLSBORO, NY

# BUILDING PERMIT APPLICATION

Property Tax Map #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone(w): (\_\_\_\_) \_\_\_\_\_  
Phone(h): (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project site: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Names, addresses, phone numbers for individuals listed below:  
Architect/Engineer: \_\_\_\_\_ General Contractor/Builder: \_\_\_\_\_ General Contractor/Builder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Worker's Compensation/Disability wages: \_\_\_yes \_\_\_no Policy #: \_\_\_\_\_

Project includes:	Use and Occupancy Classification:	
<input type="checkbox"/> New House/Building	<input type="checkbox"/> A - Assembly	<input type="checkbox"/> I - Institutional
<input type="checkbox"/> Addition	<input type="checkbox"/> B - Business	<input type="checkbox"/> M - Mercantile
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> E - Educational	<input type="checkbox"/> R - Residential
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> F - Factory/Industrial	<input type="checkbox"/> S - Storage
<input type="checkbox"/> Deck	<input type="checkbox"/> H - High Hazard	<input type="checkbox"/> U - Utility/Misc
<input type="checkbox"/> Retaining Wall		
<input type="checkbox"/> Demolition		
<input type="checkbox"/> Manufactured Home		
<input type="checkbox"/> Masonry Chimney		
<input type="checkbox"/> Garage/Carport		
<input type="checkbox"/> Mfg. Chimney		
<input type="checkbox"/> Relocation		
<input type="checkbox"/> Storage/Utility Shed		
<input type="checkbox"/> Solid Fuel		
<input type="checkbox"/> Change of Use		
<input type="checkbox"/> Repairs/Alterations		
<input type="checkbox"/> Liquid/Gas Fuel		
<input type="checkbox"/> Other		

Zoning District: \_\_\_\_\_ Is the project in compliance with the Town of Willsboro Zoning Ordinance? \_\_\_\_\_

Is the site in a flood plain? \_\_\_\_\_ in a wetland? \_\_\_\_\_ under Adk. Park Agency jurisdiction? \_\_\_\_\_

Does the property have:  
 Public Water  New Private Well  Existing Private Well  Other?  
 Public Sewer  New Septic System  Existing Septic System

Plans are: \_\_\_\_\_ attached/enclosed \_\_\_\_\_ shipped separately \_\_\_\_\_ not supplied. Plot plan attached: \_\_\_\_\_

Estimated cost of project: \_\_\_\_\_ Has any work on the project been started or completed? \_\_\_\_\_

*Application Certification: I hereby certify that I have read the instructions and examined the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction. Nothing in this permit is intended to indicate that the Town of Willsboro has examined any covenants or restrictions which may be specifically applicable to the premises for which this permit is sought other than the Town of Willsboro Zoning Ordinance. The permit holder should seek advice from his or her attorney as to other covenants or restrictions that may affect his or her property.*

Signature of Applicant/  
Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Required fee: \$ \_\_\_\_\_ cash: \_\_\_\_\_ check #: \_\_\_\_\_ Make checks payable to: **Town of Willsboro**

For Office Use:

Applications for: \_\_\_ new address \_\_\_ Town water \_\_\_ Town sewer \_\_\_ Highway permit: Town/Co./NYSDOT  
Notifications to: \_\_\_ Dig Safe \_\_\_ APA \_\_\_ NYSDEC \_\_\_ NYSDOH \_\_\_ NYSHPO

Date Received: \_\_\_\_\_ Reviewed/Approved by: \_\_\_\_\_ CO or CC Issued: \_\_\_\_\_

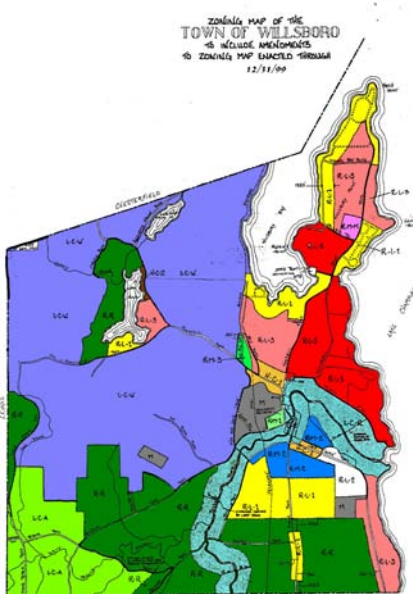
# THE BUILDING PERMIT PROCEDURE

1. Schedule an appointment with the Code Enforcement Officer. At this meeting you can explain your project and investigate all the rules, regulations or codes that pertain.
2. Complete and sign the Town of Willsboro Building Permit Application. The Code Enforcement Officer is available to help answer any questions that you might have.
3. Depending on your project, you may need to submit additional information, such as:
  - \_\_\_ a plot plan (locating wells, septic systems, driveways, and showing setbacks, etc.)
  - \_\_\_ documentation of your compliance with the NYS Workmen's Compensation Law
  - \_\_\_ construction drawings/specs. (detailing foundation, walls, roof, plumbing, heating, wiring, insulation, etc.)
  - \_\_\_ letters of approval/compliance from other regulatory agencies (i.e.: the Adirondack Park Agency)
4. After payment of any application fees, the Code Enforcement Officer can issue the Permit and work may begin.
5. On-site inspections may be necessary to sure make that the work being done conforms to the plans and specifications previously submitted. (Note: an independent third party contractor is required for an electrical inspection.)
6. A Certificate of Occupancy (or Completion) shall be issued upon the successful conclusion of your project.

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*Your home or business is an investment. If your construction project does not comply with the codes adopted by this community, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs. When a question or concern arises a property owner can show that code requirements were strictly met – as demonstrated by a code official's carefully maintained records.*

*Your permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, friends or future owners.*



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The intent of the **Town of Willsboro Zoning Ordinance** is to establish comprehensive controls for the development of land in the Town of Willsboro, based on the Comprehensive Development Plan for the Town and enacted in order to promote and protect health, safety, comfort, convenience and the general welfare of the people.

The **Building Code of New York State** shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. It is intended to provide minimum requirements to safeguard the public safety, health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment.