

**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_ **BUILDING PERMIT NO.** \_\_\_\_\_  
 Tax Map No \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Zoning Fee \$ 55.00 (Ck #) \_\_\_\_\_ Building Fee (Ck #) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Zoning Permit Approved / Denied \_\_\_\_\_ By: \_\_\_\_\_  
 Reason for Denial \_\_\_\_\_  
 Building Permit Approved / Denied \_\_\_\_\_ By: \_\_\_\_\_  
 Referred To Zoning Board \_\_\_\_\_ Planning Board \_\_\_\_\_

**TOWN OF JEWETT**  
**APPLICATION FOR ZONING AND BUILDING PERMIT**

**FOR RESIDENTIAL WORK - THIS BUILDING PERMIT, EXPIRES ONE (1) YEAR FROM DATE ISSUED, UNLESS COMMENCED AS DEFINED IN LOCAL LAW #1 OF 1991 PARAGRAPH 12(C)**

TO THE ZONING ENFORCEMENT OFFICER AND BUILDING INSPECTOR, THE TOWN OF JEWETT, NEW YORK

**A. STATEMENT OF OWNERSHIP AND INTEREST**

The applicant(s) \_\_\_\_\_  
 is/are the owner(s) of property situated at: \_\_\_\_\_  
 The applicant's mailing address is \_\_\_\_\_  
 Phone Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
 Tax Map No \_\_\_\_\_ Zoning District \_\_\_\_\_ Lot Size \_\_\_\_\_  
 The applicant acquired the above-described property on \_\_\_\_\_

**B. REQUEST**

The applicant requests zoning and building permits for the above-described property for the following purposes:

- |  |                                |                                   |                                 |
|--|--------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Use   | <input type="checkbox"/> Erect | <input type="checkbox"/> Demolish | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Repair  | <input type="checkbox"/> Alter | <input type="checkbox"/> Extend   | <input type="checkbox"/> Occupy |
| <input type="checkbox"/> Maintain legal non-conforming use at a cost of \$ _____ |                                |                                   |                                 |
| <input type="checkbox"/> Other: explain _____                                    |                                |                                   |                                 |

EXISTING BUILDING SIZE \_\_\_\_\_ EXISTING USE  Vacant  Residential  Commercial

PROPOSED USE OF PROPERTY  Residential  Commercial  Agricultural

**Briefly describe proposal** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NEW BUILDING SIZE \_\_\_\_\_ Estimated Cost of Construction \$ \_\_\_\_\_

Name of Compensation or General Liability Carrier & Policy #: \_\_\_\_\_  
 \_\_\_\_\_

Engineer or Architect of Record (Name/Address/Phone) \_\_\_\_\_  
 \_\_\_\_\_

as shown on the **ATTACHED PLAN DRAWN TO SCALE**. This application is hereby made pursuant to the NYS Uniform Fire Protection and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described.

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**C. SKETCH DIAGRAM**

**INDICATE CLEARLY AND DISTINCTLY ALL BUILDINGS**, whether existing or proposed, and indicate all **SETBACK DIMENSIONS** from property lines. Give dimensions according to deed, and show all easements and street names; and **SUPPLY PLOT PLAN**

**REAR OF PROPERTY**

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**FRONT OF PROPERTY**

NAME OF ROAD \_\_\_\_\_

**BUILDING(S) SETBACKS:**

Front Setback (from center of road) \_\_\_\_\_

Right Setback \_\_\_\_\_

Left Setback \_\_\_\_\_

Rear Setback \_\_\_\_\_

Building Height \_\_\_\_\_ feet \_\_\_\_\_ stories

Additional Information \_\_\_\_\_

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**ATTACH GENERAL PLOT PLAN AND TAX MAP**

**D. INSTRUCTIONS:**

**THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED PRIOR TO ISSUANCE OF BOTH ZONING & BUILDING PERMITS**

1. **This application must be completely filled in** by owner(s), and submitted to the Building Inspector and Zoning Enforcement Officer. If the owner(s) is not available, this application must have a letter of authorization from the owner(s) appointing a person/firm to represent them before application is submitted. Incomplete applications will cause processing delays.
2. **This application must be accompanied by [1] TWO** copies of a general plot plan, drawn to scale, accurately dimensioned and showing all existing and proposed structures, adjoining lots, and/or public streets or areas, [2] **THREE** complete sets of plans showing proposed construction and [3] **THREE** complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing and heating installations.
3. Upon approval, the Zoning Enforcement Officer and Building Inspector will issue a Zoning and Building Permit to the applicant together with approved, duplicate set of plans and specifications, and plot plan.
4. **The ZONING AND BUILDING PERMIT , ONE COPY OF PLOT PLAN, APPROVED PLANS, AND APPROVED SET OF SPECIFICATIONS Shall Be Kept On The Premises Available For Inspection Throughout The Work.**

- 5. **NO BUILDING SHALL BE OCCUPIED OR USED In Whole Or In Part For Any Purpose Whatsoever, Until Certificate Of Occupancy or Compliance Has Been Granted By The Zoning Enforcement Officer And The Building Inspector.**
- 6. Costs for the work described in the Application for Zoning and Building Permit include the cost of all construction, and any other work done in connection therewith, exclusive of the cost of the land. If the final cost should exceed the estimated cost, an additional fee may be required before the issuance of the Certificate of Occupancy.
- 7. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
- 8. All electrical work must be performed by a Greene County licensed electrician, or by special permit issued by the Greene County Electrical Licensing Board. Prior to a Certificate of Occupancy being issued, the New York Board of Fire Underwriters, or other approved inspection agency must approve all electrical work.
- 9. Note: If the plans call for activity on one acre or more, then a Notice of Intent must be filed with DEC.

**E. REQUIRED INSPECTIONS**

Inspections by Zoning Enforcement Officer (ZEO) and/or Building Inspector (BI) are required at the following schedule:

**YOU MUST CALL FOR INSPECTION - 48 hours prior to date needed.**

- |  |     |             |    |             |
|--|-----|-------------|----|-------------|
| 1. Site inspection (prior to permit being issued).   | ZEO | ___/___/___ | BI | ___/___/___ |
| 2. Footings before pouring concrete.   |     |             | BI | ___/___/___ |
| 3. Foundation inspection before backfill.  |     |             | BI | ___/___/___ |
| 4. Plumbing, Heating, Framing, Insulation, and Electrical Inspections before closing any framework |     |             | BI | ___/___/___ |
| 5. Final inspection when all work is completed,  | ZEO | ___/___/___ | BI | ___/___/___ |

**NO OCCUPANCY OF BUILDINGS IS PERMITTED WITHOUT CERTIFICATES OF OCCUPANCY**

- F. **COMPLIANCE** The owner(s) agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the reverse of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. With the issuance of this permit, the Zoning Enforcement Officer and/or Building Inspector, having jurisdiction under the Town of Jewett Zoning Law, NYS Uniform Fire Protection and Building Code, and the Energy Conservation Code, has permission of the owners and/or the contractors, to enter upon any building, structure or premise covered by this permit at any reasonable hour, and no person shall thus interfere with the performance of their duties. All applicable inspections as required shall be completed according to the schedule attached at the time of the issuance of the permit.
- G. **DECLARATION** I/We swear that, to the best of my/our knowledge and belief the statements in this application, together with the plans and specifications, plot plans and site plans, are true and complete statements of all proposed work to be done on the described premises, and that all provisions of the NYS Uniform Fire Prevention and Building Code, NYS Energy Conservation Code, and the Town of Jewett Zoning Ordinance and all other laws pertaining to the proposed work, shall be complied with, whether specified or not, and that such work is authorized by the owner(s).

SIGNATURE OF OWNER	Print Or Type Name Of Signatory	DATE
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For information contact: BUILDING INSPECTOR, PO Box 132, JEWETT, NY 12444, (518) 263-4646