

## TOWN OF MURRAY BUILDING PERMIT APPLICATION INSTRUCTIONS

1. **No work may begin until the permit is issued.** Expect a wait of up to one week for the permit to be issued.
2. The permit application must be **filled out completely** to avoid delays.
3. If the work is done by a contractor he **must** provide a certificate of insurance or fill out a **WC/DB-100** this form must be approved by the NYS Worker's Compensation Board and **must be notarized.**
4. If the work is being done by the homeowner you must complete a **BP-1** it **must be notarized.**
5. **Two copies** of the plan for construction must be included. The plans should show a footprint and a profile and must include dimensions of the work and dimensions of the material being used. A plot plan showing distances to lot line and structures must be included.
6. **What is the building used for.** State the purpose for the building whether residential, storage, agricultural or business.
7. You must call for the **required inspections**, a list will be provided for you with the permit. Upon completion you must call for a final inspection so that a Certificate of Occupancy or Compliance can be issued.

# TOWN OF MURRAY

Code Enforcement  
3840 Fancher Road  
Holley, New York 14470  
Office (585) 261- 8664 Fax (585) 638- 0676

## APPLICATION FOR A BUILDING PERMIT

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT.

PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

Permit Address Site \_\_\_\_\_ Date \_\_\_\_\_  
Architect \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Owner \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Contractor Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Permit Type:

Single Family Dwelling  Foundation  Remodel  Addition  Attached Garage  Detached Garage  Covered Porch  Enclosed Porch  Deck  Gazebo  Shed  Masonry Fireplace  Wood Stove  Boiler  Barn  Deck  Above-ground pool  In-ground Pool  Furnace  Gas Insert  Gas Fireplace  Demolition  
Other \_\_\_\_\_

Accessory Structure Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
Addition 1st Fl. Sq. Ft. \_\_\_\_\_ 2nd Fl. Sq. Ft. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
S. F. D. 1st. Fl. Sq. Ft. \_\_\_\_\_ 2nd Fl. Sq. Ft. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
Value of Construction \$ \_\_\_\_\_

What is this building used for \_\_\_\_\_

### A building permit expires 12 months from the date of permit issuance.

Application is hereby made to the building office for the issuance of a building permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein described. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application (which are part of these requirements), and also will allow all inspectors to enter the premises for the required inspections.

Applicant Name (Please Print Clearly) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Contractor Name (Please Print Clearly) \_\_\_\_\_

Contractor Signature \_\_\_\_\_

(For office use only)

### Fees Complete permit package check list Permit review

Planning Board \_\_\_\_\_ Instrument Survey Map \_\_\_\_\_  
Zoning Board \_\_\_\_\_ 2 sets of Plans \_\_\_\_\_  
County Planning \_\_\_\_\_ Highway Permits \_\_\_\_\_  
Water Tap Fee \_\_\_\_\_ Contractor Insurance Liability & Comp. \_\_\_\_\_  
Res. Check \_\_\_\_\_ Overlay Dist. \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

Total Fees \$ \_\_\_\_\_ Other \_\_\_\_\_