

TOWN OF MURRAY BUILDING PERMIT APPLICATION INSTRUCTIONS

Please check the box to indicate the requested item is included. Incomplete applications will be returned unapproved. This form must accompany the application.

No work may begin until the permit is issued. Expect a wait of up to two weeks for the permit to be issued.

- The permit application must be **filled out completely** to avoid delays.
- 1.Address, owner, and architect, and builder (if applicable)
 - 2.Permit type. What are you building or installing?
 - 3.The Sq.Ft. are only for additions and new builds.
 - 4.Please tell us what the building is to be used for. (ie residential storage, business, commercial)
 - 5.Both the applicant and contractor must sign. The permit will be issued in the owners name and you are responsible to make sure the required inspections are done.

If the work is done by a contractor he **must** provide a certificate of insurance or fill out a **CE-200** this form must be approved by the NYS Worker's Compensation Board.
www.wcb.state.ny.us

- or
- If the work is being done by the homeowner you must complete a **BP-1** it **must be notarized.**

- 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.

- You must pay for the permit. There is a fee schedule on line or at the Town Office.

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)

PERMIT NUMBER _____

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. _____

Reviewed By _____
Date Reviewed _____
FEMA _____

Total Fees \$ _____ Other _____