☐ **ORIGINAL** **FEE $_____** **PERMIT NUMBER_____**

Village of Hammondsport

P.O. Box 425, 80 Shethar Street, Hammondsport, New York 14840
Village Clerk (607) 569-3700, clerk@hammondsport.us

Code Enforcement Officer (607) 542-2175 Email: codeoffice.1957@gmail.com
Code Enforcement by Appointment/30 days to approve/deny an application

MASTER APPLICATION

(CHECK ALL THAT APPLYING FOR)
Please refer to the attached fee schedule.

- ☐ **ZONING PERMIT**
- ☐ **BUILDING PERMIT**
- ☐ **ELECTRICAL PERMIT**
- ☐ **SIGN PERMIT**
- ☐ **RE-ROOF PERMIT**
- ☐ **DEMOLITION PERMIT**
- ☐ **EXCAVATION PERMIT**
- ☐ **SOLID FUEL APPLIANCE PERMIT**
- ☐ **EVENT TENT PERMIT**
- ☐ _____

Please read and fill in all information requested. Fill in blanks completely and legibly. Do not leave anything blank as it shall cause this application to be denied and returned. Failure to provide requested documents may also cause this application to be denied and returned. This application may constitute further review by multiple departments requiring the appropriate authorized personnel to advise you of any further needed documentation or advisement.

All Sections are to be filled out unless otherwise specified.

SECTION 1 ~ PROJECT LOCATION

Address_____

Tax Parcel Number _____

Existing Use_____ Proposed Use_____

SECTION 2 ~ OWNER

Name of Property Owner or Entity_____

If an LLC, Inc., or Corp., List Name or **N/A**_____

Mailing Address_____

Contact Phone #_____Email_____

SECTION 3 ~ APPLICANT (if the owner is the applicant write "same as owner")

Name of Applicant _____

Mailing Address_____

Contact Phone #_____Email_____

SECTION 4 ~ CURRENT USE & OCCUPANCY OF PROJECT

(Check all that apply)

☐ Single Family Residential Dwelling ☐ Two Family Dwelling ☐ Multiple Family Dwelling ☐ Business

☐ Commercial ☐ Residential Mixed ☐ Agricultural Use ☐ Agricultural Mixed ☐ Rental

☐ Owner Occupied ☐ Vacant Structure ☐ Vacant Land ☐ Accessory Structure / Garage

☐ **O**ther_____

SECTION 5 ~ ESTIMATED PROJECT COST

Labor $_____+ Materials $_____ = Total $_____

SECTION 6 ~ PROJECT TYPE

(Check and fill out all that apply)

☐ New Construction of_____

☐ Addition to _____

☐ Alteration of _____

☐ Demolition of_____

☐ Change of use from_____ to_____

☐ Installation of _____

BRIEF NARRATIVE OF THE PROPOSED PROJECT (Must Fill Out) (**NO** "see attached")

_____

_____

_____

_____

_____

_____

_____

_____

_____

Is project within the 100 yr. Flood Plain? ☐ **YES** ☐ **NO**
Is project in or near wetlands? ☐ **YES** ☐ **NO**
Is project on a slope of 15% or greater? ☐ **YES** ☐ **NO**

SECTION 7 ~ CONTRACTOR

☐ Work will be done by applicant/property owner

Name _____ Phone _____

Address _____ City _____ State ____ ZIP _____

Representative_____ Position_____

Contractor's insurance carrier: _____ Policy #_____

Applicant shall provide a copy of contractor's current certificate of insurance. (Workers Compensation)

SECTION 8 ~ CHIMNEY/FIRPLACE/SOLID FUEL APPLIANCE

(Leave blank if not applicable)

☐ Masonry ☐ Prefab Chimney ☐ Fireplace or Insert ☐ Solid Fuel Stove Other_____

Manufacturer _____ Model _____

NOTE: All heating equipment must bear seal of approved listing agency.

SECTION 9 ~ ARCHITECT/ENGINEER

(Leave blank if not applicable)

Company Name _____ Representative
_____

Address _____ City _____ State ____ ZIP _____

Professional License #_____ Phone _____

Are architect/engineer's plans accompanying this application? ☐ Yes ☐ No

**** Contact the Code Enforcement Officer if you are unsure if your project qualifies for this requirement.**

SECTION 10 ~ SIGNS (Leave blank if not applicable)

Type of signage: ☐ New ☐ Replacement ☐ Permanent ☐ Temporary ☐ Portable

☐ Freestanding ☐ Projecting ☐ Wall ☐ OPD ☐ Illuminated: ___ Internally ___Externally

Area: _____sq.ft. Dimensions: _____(h) x_____(w) Height from ground to bottom of sign:_____

How many signs are you proposing? _____

APPLICANT SHALL PROVIDE: on a separate sheet, the location of the sign(s) on the property and distances from roadways, adjacent properties, structures etc. Attach any graphic depiction of the actual signage if available. Fill out Electrical Permit section for circuit for sign.

SECTION 11 ~ DEMOLITION (Leave blank if not applicable)

Materials to be demolished?_____

Where are materials going to be disposed of? _____

Are any of the material to be removed considered to be Hazardous Materials ☐ Yes ☐ No

If "YES" describe abatement or remediation process _____

_____

SECTION 12 ~ EXCAVATIONS (leave blank if no excavations shall take place)

* 500+ cu. yds. or more requires the approval of the Planning Board.

.**APPLICANT MUST PROVIDE:** a sketch drawing of the project. Show all dimensions and elevations including any changes in grade of the area proposed for excavating or filling. Also show the distances of the proposed work area from all property lines, buildings (existing and/or proposed), driveways, septic systems, paved areas, waterways, and adjoining public roads and highways.

Has ***811 DIG SAFE** been notified? ☐ Yes ☐ No Ticket #_____

_____(type of material) is to be: ☐ Filled ☐ Excavated

How many Cubic Yards?_____

Does this increase or decrease grade 2' or more? ☐ Yes ☐ No
Does this encompass 15% or more of area on the lot? ☐ Yes ☐ No
Will this involve 500 cu.yds. or more of material to be removed or fill? ☐ Yes ☐ No
Will this project change the water flow of drainage or storm water to or from this lot, public right of way, or neighboring properties? ☐ Yes ☐ No

(If "YES" to any of these explain below)

_____

_____

_____

_____

Installation of a pond? ☐ Yes ☐ No Size _____ Depth _____ Gallons _____

A copy of your survey of the property must accompany this application along with the approvals from NYS DEC and/or Steuben County Soil and Water for the installation of a pond.

SECTION 13 ~ ELECTRICAL (leave blank if no electrical work will be done)

Service enters building? ☐ Underground ☐ Overhead ☐ Both
Are you installing a standby generator ☐ Yes ☐ No If "yes" what is the kw_____
Standby Generator shall require additional documentation, contact the Office of Code Enforcement.

(check all that apply)

☐ New Service_____amp. ☐ Service Upgrade from_____amp. to _____amp.

☐ New Circuit(s) (how many)_____ ☐ New Outlets (how many)_____

☐ New Meter(s) (how many)_____ ☐ New Panel(s) (how many)_____

(location where work is to be performed, check all that apply)

☐ Basement ☐ 1st Floor ☐ 2nd Floor ☐ 3rd Floor ☐ Attic ☐ Garage

☐ Accessory Structure/ Out Building ☐ Pool/ Spa

☐ Other_____

SECTION 14 ~ TEMPORARY EVENT TENT / CANOPY ≥ 400sf (Leave blank if not applicable)

Proposed Install Date _____ Proposed Removal Date _____

Proposed Size: Length _____ Width_____ Height_____

Proposed Capacity: Seating _____ Standing_____

Heating/Cooking Appliances Used? ☐ Yes ☐ No (if "YES" show locations of appliances on floor plan)

Appliance fuel type_____ Amount of fuel onsite_____

APPLICANT SHALL PROVIDE:

☐ A floor plan showing seating, appliances, exit signage and lighting, emergency lighting, fire extinguishers, appliance fuel location, storage, general lighting, event lighting, tent egress, and emergency safe area.

☐ Clear and legible copy of valid fabric Certificate of Flame Resistance.

☐ A site sketch of the tent or canopy in relation to property lines, septic system, and other structures.

☐ Method of anchoring.

Fire/Safety inspections shall be required by the Office of Code Enforcement to ensure all required safety devices are in place and prohibited items eliminated.

SECTION 15 ~ CERTIFICATION

I hereby apply under the Village of Hammondsport and the current adopted NYS Uniform Fire Prevention and Building Code for the aforementioned permits as set forth above. I have read and understand those sections pertaining to said permits, and if issued, will accept such permit subject to all of the terms and provisions under this law.

I certify that the statements herein contained are true to the best of my knowledge and belief and that I will comply with all applicable regulations.

I understand fully that it is unlawfully to occupy or use what I am applying for without first obtaining a Certificate of Occupancy or Certificate of Compliance.

A letter of authorization shall be provided from the owner to the Village of Hammondsport giving the Applicant or Agent permission to represent them on their behalf.

Signature of Owner _____ Date _____

Signature of Applicant or Agent_____ Date _____

RETURN COMPLETED ORIGINAL DOCUMENTS TO THE VILLAGE CLERK, ELECTRONIC COPIES NOT ACCEPTED