

## TOWN OF CUYLER

### **BUILDING PERMIT APPLICATION INSTRUCTIONS:**

This form applies only within those counties and communities where the Department of State (COS) enforces the New York State Uniform Fire Prevention and Building Code (Uniform Code). Consult your local government officials to see if a zoning or other special permit is also required. Application procedure regulations are contained in Park 1202 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), copies of which are available upon request. A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Department of State must be notified of any changes to information contained in the application during the period for which a permit is in effect.

A **BUILDING PERMIT IS REQUIRED BEFORE** commencing construction or other improvement, removal, relocation, or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below and **BEFORE** the installation of heating equipment or wood burning devices.

**ITEM INSTRUCTIONS FOR THE APPLICATION:** (Items not listed are self-explanatory. For further assistance, contact the office listed below).

1. Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.
2. The tax map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your County Real Property Tax Office.
3. Submit three (3) copies of septic system design documents as approved by local, county or state jurisdiction for approval of sewage systems, submit a design for review by the Department of State. If you are unsure, contact your own town or village clerk or call your nearest County or State Health Department Office.
4. New construction, addition or alteration cost includes the material and labor costs associated with project work. Not included are the architect, attorney, engineer or other fees and land acquisition costs. Project costs do include direct costs for wells, septic systems, electrical hook-ups, etc.

Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, contact the nearest New York State Department of Environmental Conservation Office.

Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific cases, the Department will evaluate violations based on prior experience with the applicant and other relevant factors.

#### **SEND THE COMPLETED APPLICATION TO:**

Rocky Bottom Code Enforcement

Neil Williams

5387 Dog Hollow Road

Cuyler, NY 13158

(607) 842-6683

[neilwilliams@frontiernet.net](mailto:neilwilliams@frontiernet.net)