

Town of Altona
P.O. Box 79
Altona, NY 12910

**PROCEDURE FOR OBTAINING
A
BUILDING PERMIT**

1. Answer ALL questions on the building permit application form.
2. Sign application in front of a Notary Public.
3. Attach a plot plan showing the dimensions of the lot and the distance from lot lines to existing and proposed buildings. Also, show the amount of separation between existing buildings and proposed buildings.
4. Deliver completed form with appropriate fee to the Town of Altona Codes Office.
5. If the requirements of the Town of Altona Zoning Ordinance and the New York State Fire Prevention and Building Codes are met, a permit will be issued by the Code Enforcement Officer.
6. If the requirements are not met, the applicant may
 - a. Alter plans to meet the requirements.
 - b. Request a variance to the Zoning Ordinance from the Zoning Board of Appeals.
 - c. Withdraw the application.
7. **IF THE APPLICATION IS NOT COMPLETE, NO PERMIT WILL BE ISSUED.**

If you should have any question concerning codes, please phone Tom Montgomery @ 518-236-7035 ext.127.

Tom Montgomery
Code Enforcement Officer

Town of Altona
Codes Department
P.O. Box 79
Altona, New York 12910

Application Fee: _____

Application No: _____

Date Paid: _____

Zone: _____

APPLICATION FOR A BUILDING PERMIT

Name: _____

Telephone No: _____

Address: _____

Fire District: _____

Parcel No. _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. Deliver or mail this completed application with appropriate fee to:
Codes Department, Town of Altona
P.O. Box 79,
3124 Miner Farm Road
Altona, NY 12910
2. Please sign the application in front of a Notary Public.
3. A plot plan showing the dimensions of the lot and the distance from the lot lines to the existing and proposed buildings must be submitted. If cost of construction is \$10,000 or higher, or involves 1,500 square feet, plans must be signed and stamped with a seal of Registered Architect, or a Licensed Professional Engineer of New York State.

Application is hereby made to:

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Use | <input type="checkbox"/> Movie Mobile Home | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Erect | <input type="checkbox"/> Park & Occupy Mobile Home | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Pool | <input type="checkbox"/> Commercial Business |
| <input type="checkbox"/> Alter | <input type="checkbox"/> Residence | <input type="checkbox"/> Industry |
| <input type="checkbox"/> Extend | <input type="checkbox"/> Garage | <input type="checkbox"/> Barn |
| <input type="checkbox"/> Remove | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Replace Mobile Home |
| <input type="checkbox"/> Demolish | <input type="checkbox"/> Fence | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Occupy | <input type="checkbox"/> Camp | |

Site location of project: _____

A plot plan is attached is not attached

Floor Plans are included are not included

(Please see instructions)

APPLICATION FOR A BUILDING PERMIT

The building will be as follows:

1. Description _____

Residence

- Single Family
- Two Family
- Multi-Dwelling

Garage

- Attached
- Unattached

Mobile Home

- Brand _____
- Model _____
- Year _____

- 2. Size _____
- 3. Construction height _____
- 4. Number of family units _____
- 5. Corner of interior lot _____
- 6. Front yard (from the LOT LINE to the front of building) _____ feet
- 7. Back yard (from the LOT LINE to the back of building) _____ feet
- 8. Side yard: a. _____ feet to the side of building.
 B. _____ feet to other side of building.
- 9. Total both sides _____ feet.
- 10. Dimension of lot _____
- 11. Estimated cost of construction _____
- 12. Deed restriction, if any _____
- 13. Name of builder _____
- 14. Is a copy of liability insurance on file with the Town? _____
- 15. Is a copy of Worker's Compensation on file with the Town? _____

Comments: _____

Note: Measurements for lot distance must be from the LOT LINE.
Do not use measurements from center or side of road.

State of New York)

County of Clinton)

Deponent, being duly sworn, says that he/she is the owner or authorized agent for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

Signature of Applicant

Sworn to this _____ day of _____, 19_____.

Notary Public

FOR USE BY CODE ENFORCEMENT OFFICER ONLY.

- permit for use
- Approved
- Denied—Not in conformance with the following provision(s) of the Town of Altona zoning ordinance:

Denied—Does not meet New York State Fire Prevention and Building Codes.

Comments:

Date: _____

By: _____

Local Law # II of 1985

SCHEDULE "A"

FEE SCHEDULE

(a) Fees for building permits:

Total Valuation of Construction or
Other Activity to be Undertaken

Fee

\$9	to	\$ 999.99	No Cost
\$1,000	to	\$4,999.99	\$20.00
\$5,000	to	\$9,999.99	\$30.00
\$10,000	to	\$24,999.99	\$50.00
\$25,000	to	\$49,999.99	\$100.00
\$50,000	and over		\$100.00 for the first \$50,000 plus \$1.00 for each additional \$1,000 or fraction thereof.

(b) Other inspections and Fees related to Building Construction.

- (i) In the event that an application for a building permit is not approved, the entire fee shall be refunded.
- (ii) Building Permit – Renewal - \$20.00 or 10% of the original building permit fee, whichever is larger.
- (iii) Certificate of Occupancy – No charge if building is in effect. Otherwise, \$20.00
- (iv) Temporary Certificate of Occupancy - \$10.00
- (v) Third and subsequent Temporary Occupancy Certificates of Occupancy - \$10.00
- (vi) Solid fuel heater and chimney inspections - \$10.00 fee.
- (vii) Certificate of Completion - \$20.00
- (viii) Mobile Home Inspection - \$20.00

(c) Demolition permits - \$20.00

Where demolition is to be done by burning, the issue of the demolition permit is Subject to the approval of the inspector and the Fire Chief.

Revised – 6/2/86 – Res#74

“ - 8/4/86 – Res#92

“ - 2/12/07 – Res#14

ADDRESS REQUEST FORM

DATE: _____

ESN# _____

FIELD DATE: _____

NEW 911# _____

MAP DATE: _____

ST./RD. _____

NOTIFIED REQUEST OR DATE: _____

COUNTY: _____

REQUESTOR: _____

TOWN OF: _____

VILLAGE/CITY: _____

PROPERTY LOCATION (TAX MAP ID NUMBER)

PREVIOUS LAND OWNER: _____

ROAD/STREET: _____

NEAREST NEIGHBOR'S _____

BUILDING DESCR: _____

FOUNDATION (slab/stakes?): _____

CURR. LAND OWNER: _____

Occupant: _____

PRESENT MAILING ADDRESS: _____

PHONE NO. (MESSAGE): _____

BUSINESS: _____

ADDITIONAL NOTES: