



APPLICATION FOR BUILDING AND ZONING PERMIT  
CITY OF PLATTSBURGH, 41 CITY HALL PLACE, PLATTSBURGH, NY 12901  
518 563 7707

**IT'S THE LAW!  
CALL UFPO 2 WORKING  
DAYS BEFORE YOU DIG!  
1-800-962-7962**

Date: \_\_\_\_\_ Building Permit Application #: \_\_\_\_\_  
Building Permit #: \_\_\_\_\_

Application is hereby made to the Building Inspector for the issuance of a Building and Zoning Permit pursuant to the City of Plattsburgh Zoning Ordinance and the NYS Uniform Fire Prevention and Building Code for the construction of buildings, structures, renovations, alterations, and change in use, demolitions, fences, paving and electrical. The applicant or owner agrees to apply with all applicable regulations and all conditions expressed on the back of this application, and will also allow all inspectors to enter the premises for the required inspections.

Note: Read Instructions On Reverse Side. Applicant is responsible for accurate information.

Address of Work Site: \_\_\_\_\_  
Land Use: Commercial \_\_\_\_\_ Residential \_\_\_\_\_  
Residential two family \_\_\_\_\_ Multi-Residential \_\_\_\_\_  
Mixed \_\_\_\_\_ Industrial \_\_\_\_\_

Zoning District: \_\_\_\_\_  
Type of Project: \_\_\_\_\_  
New Construction: \_\_\_\_\_  
Structural Alterations: \_\_\_\_\_  
Renovations: \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accessory Structure: \_\_\_\_\_  
Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Conversion \_\_\_\_\_  
Demolition \_\_\_\_\_ Fence \_\_\_\_\_ Pool \_\_\_\_\_ Deck \_\_\_\_\_  
Other \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_ FEE \$ \_\_\_\_\_

Business Name \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Registration: \_\_\_\_\_

Contractor: \_\_\_\_\_

Insurance: \_\_\_\_\_

Architect: \_\_\_\_\_

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Foundation Permit Issued: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Signature of Applicant

Signature of Owner or Authorized Agent

ALL ELECTRICAL WORK MUST BE INSPECTED BY AND A CERTIFICATE OF APPROVAL OBTAINED FROM A CERTIFIED ELECTRICAL INSPECTION AGENCY

Historical Site \_\_\_\_\_ Storage Tanks Requiring Excavation: \_\_\_\_\_

UTILITY APPROVAL REQUIRED WHEN APPLICABLE

THIS APPLICATION IS HEREBY APPROVED SUBJECT TO THE BUILDING PERMIT INSPECTION REPORT

DATE

BUILDING INSPECTOR

NOTES: MLD \_\_\_\_\_ INS \_\_\_\_\_ CONT. REG. \_\_\_\_\_ FEE \_\_\_\_\_ PLANS \_\_\_\_\_ OTHER \_\_\_\_\_

**INSTRUCTIONS**

THIS APPLICATION IS DESIGNED TO ENCOMPASS ALL ASPECTS AND SCOPE OF PROJECT. IN SOME CASES THE INFORMATION REQUESTED MAY NOT APPLY TO YOUR PROJECT. PLEASE FILL OUT ALL INFORMATION REQUESTED THAT APPLIES TO YOUR REQUEST IN INK.

AT THE DISCRETION OF THE BUILDING INSPECTOR A PLOT PLAN OR SITE PLAN SIGNED AND SEALED BY A NEW YORK STATE LICENSED SURVEYOR OR ENGINEER MAY BE REQUESTED. IF NOT REQUESTED THAN PLEASE FILL OUT THE SAMPLE PLAN PROVIDED BELOW.

THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETE SET OF BUILDING PLANS AND JOB SPECIFICATIONS. IF THE PROJECT INCLUDES ELECTRICAL WORK THAN A SECOND SET OF PLANS MUST BE INCLUDED. THIS ELECTRICAL WORK WILL BE REQUIRED TO BE INSPECTED BY AN APPROVED ELECTRICAL INSPECTION SERVICE.

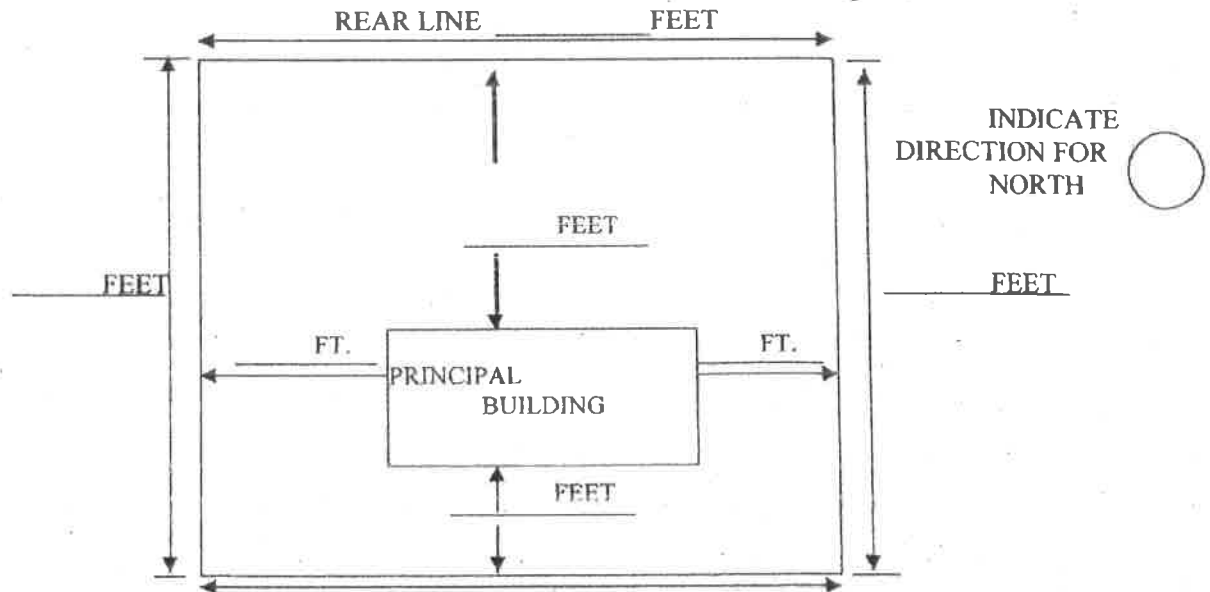
WORK ON THIS APPLIED FOR PROJECT MAY NOT START UNTIL A BUILDING PERMIT HAS BEEN ISSUED UNLESS PERMISSION HAS BEEN GRANTED BY THE BUILDING INSPECTOR.

COST OF THE WORK DESCRIBED IN THE APPLICATION FOR BUILDING PERMIT INCLUDE THE COST OF ALL OF THE CONSTRUCTION AND OTHER WORK DONE IN CONNECTION THEREIN, EXCLUSIVE OF THE COST OF THE LAND. IF FINAL COST EXCEED ESTIMATED COST. THAN AN ADDITIONAL FEE MAY BE REQUIRED BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED

ANY DEVIATION FROM THE SUBMITTED PLANS MUST BE SUBMITTED IN WRITING AND APPROVED BY THE BUILDING INSPECTOR OR HIS DESIGNEE.

**PLOT DIAGRAM**

LOCATE CLEARLY AND DISTINCTLY, ALL BUILDINGS WHETHER EXISTING OR PROPOSED AND INDICATE ALL SET BACK DIMENSIONS FROM THE PROPERTY LINES, SHOW ALL EASEMENTS AND STREET NAMES AND INDICATE WHETHER INTERIOR OR CORNER LOT, OR SUPPLY AN APPROVED PLOT PLAN SHOWING ALL THE ABOVE REQUIREMENTS.



STREET NAME: \_\_\_\_\_

BUILDING PERMIT EXPIRES 6 MONTHS FROM DATE OF ISSUE UNLESS SUBSTANTIAL ACTUAL CONSTRUCTION HAS COMMENCED. BUILDING PERMIT EXPIRES 2 YEARS FROM DATE OF ISSUANCE