

**TOWN OF GREENVILLE  
APPLICATION FOR A BUILDING PERMIT  
IMPORTANT NOTICES: READ BEFORE SIGNING.**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Greenville, and all other applicable codes, rules or regulations.
2. It is the owner or contractor's responsibility to contact the Building Department at 966-4157 at least 48 hours before the contractor wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner or contractor's expense to conduct the interior inspection. Close coordination with the Building Department will greatly reduce this possibility.
3. **OWNER HERBY AGREES TO ALLOW THE BUILDING DEPARTMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker's compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C.105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way. All structures must be set back from property lines in accordance with the zone building is located. Permits from NY State, Greene County or Town of Greenville Highway required for new road access
8. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification or a material fact in connection with the application for the permit.
9. A building permit shall be deemed to be in effect for a period not to exceed one year from date of issuance. If a certificate of occupancy is not requested within the two-year period, and the building has been partially constructed, the applicant must reapply for a building permit, and pay an additional fee for the re-issuance of the said building permit.
10. Two sets of plans (including site and landscaping, elevations, sections, details, dimension and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 sf of living area, or to alterations costing under twenty thousand dollars.
11. NYS Dept of Health requires all permit applications for individual sanitary disposal systems be accompanied by a design prepared by a licensed professional.

**Masonry:** All masonry chimneys, fireplaces, wood, gas, coal or pellet stove installations to be shown in detail and shall conform to all requirements of New York State Uniform Fire Prevention & Building Code and NFPA 211. All appliances to be UL listed.

**Framing:** Size of girder, floor timbers, placement of bridging and size to be shown, floor sheathing, window lintels, studs, plates, ceiling timbers, rafters or trusses, roof sheathing, type of roofing. All floor loads, roof loads to be shown. All structural lumber to meet load requirements of State Code and to be specified on plan. All plywood or equal to be stamped with approval. All trusses to be certified by supplier to conform to State code. All fire stopping and location of and type of material to be shown, Inspection of framing by Building Inspector is required with 48 hours notice by phone.

**Insulation:** All insulation to be shown in conformance with New York State Energy code plus type of vents, roof, soffits, etc.

**Interior:** Door details and sizes, window details and sizes showing second means of egress to conform to NYS Code requirements—minimum opening 18” with total of 4 sq ft. Stair details: height of risers, tread depth and size, railing height.

**Plumbing:** Number of fixture units, size of drains, location and size of vent pipes, type of material for hot and cold water supply, location of house trap.

**Electric:** Place on separate sheet the location of all electric outlets, etc. *All* electric work must be performed by a Greene County Licensed Electrician, and must be inspected and approved by the County Electrical Inspector.

**Heating:** Type of heat location of ducts, baseboard radiators, electric baseboard, furnace, type of fuel, location of supply, type of chimney for furnace, if used. All equipment to be UL listed; Location of smoke and carbon monoxide detectors.

**Porches and Decks:** Show footing size, timber size; details of railings and steps with railings.

**Garages:** All garages attached to main house to have minimum 5/8” fire rated sheet rock on wall and ceilings, plus 1-hour fire-rated door with self-closure located between garage and house.

**NOTE #1:** *All residential plans to be stamped by architect or engineer licensed by the State of New York, (for buildings over 1,500 sqft) All commercial plans to be stamped by architect or engineer unless project is less than \$20,000.*

**NOTE #2:** *After plans are approved by the Building Department any changes must be approved by the Building Department and an architect or engineer: Before a certificate of Occupancy is issued, final “As-Built” plans must be filed with the Town of Durham Building Department.*

**NOTE #3:** *All dwelling, additions and areas of habitable space must conform to the New York State Energy Conservation Code.*

**NOTE #4:** If contractor or owner fails to request required inspections of the Building Department (for, pre-pour, footing drains, foundation waterproofing, framing plumbing, insulation, chimney, fireplace and final) a certificate of Occupancy might not be issued.

**NOTE #5:** Submit along with application a plot plan of the property including buildings, wells and sewer facilities

**NOTE #6:** Applications for modular homes must have stamped approved plans from dealer. Plans are to include foundation specifications.

**NOTE #7:** Building Inspector has 15 days to either issue the permit or deny the application. Work may not start until permit is obtained.

**NOTE #8:** **THIS APPLICATION IS NOT A WORK PERMIT.**