

Application for Residential Building Permit



PLANNING & BUILDING DEPARTMENT
 85 EAST MAIN STREET 585-742-5035
 VICTOR NY 14564 585-924-0202 FAX
 www.townofvictoryny.gov codes@townofvictoryny.gov

INSTRUCTIONS

The undersigned hereby makes application for the work indicated on this form and required documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation. The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.

COMPLETE PERMIT PACKAGE CHECKLIST

Incomplete applications will not be accepted

- Completed application
- 3 sets of stamped architectural plans
- Contractor insurances
- Proposed plot plan
- Truss plans
- Energy conservation statements

APPLICATION INFORMATION

Address of Job Site _____ Work Start Date _____

Lot & Subdivision _____ Estimated End Date _____

Estimated Value of Work _____

- Nature of Work: New Construction Renovation Addition
- Of a: One family home Two family home Multiple dwelling
- Zoned for: R-1 R-2 R-3 Other _____

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.
 PLEASE DOUBLE CHECK EMAIL ADDRESSES.**

Applicant's Name _____	Best phone # _____
Applicant's Address _____	
Applicant's Email _____	
Owner's Name _____	Best phone # _____
Owner's Address _____	
Owner's Email _____	
Contractor's Name _____	Best phone # _____
Contractor's Address _____	
Contractor's Email _____	

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____ Date _____

BUILDING OWNER CERTIFICATION

To be signed by owner (if not applicant) or submit a letter

I, _____, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Victor. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.

Signature of Owner/title: _____ Date _____

PROJECT DATA AND CONTACT INFORMATION

Square Footage: First Floor _____ Second Floor _____ Finished Basement _____
Garage _____ Porches _____ Decks _____

Heating systems/type: furnace boiler heat pump other _____
 forced air radiant circulating other _____

Fireplace/Type: Gas Fireplace Solid Fuel Appliance other _____

Number of rooms: Bedrooms _____ Bathrooms _____ Total _____

Setbacks: Front _____ Right side _____ Left side _____ Rear _____

Is this project in a flood plain? _____ If so, please contact building department for additional forms.

The following questions will require a review by the Town Engineer if the answer is "no"

Is this site approved for a walk-out basement on the approved subdivision plan? _____

Is the driveway in the location shown on the approved subdivision plan? _____

Is the proposed finished floor elevation within one foot of the approved subdivision plan? _____

Contact person on site: _____ phone _____

APPLICATION CONTINUES

16Dec24 Version

For Office Use Only

Signature _____ Date _____

Examined by _____

Total Permit Fee _____

Approved/Denied by _____

Receipt # _____

Permit # _____

Date Issued _____

Residential Truss Notification



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Effective January 1, 2015, any person utilizing truss type, pre-engineered wood or timber construction in new, addition, or rehabilitation residential projects shall need to identify the type of construction that is being utilized. A copy of the specifics of this code (Part 1265 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (19NYCRR Part 1256)) is available from the Town of Victor Building Division.

The property owner or their representative shall complete this form for all residential construction projects. The acceptance of this form will be recorded with the building permit paperwork and the respective fire district. At the time of the final inspection for the Certificate of Occupancy, we will inspect for the required sign or symbol affixed to the electrical box attached to the exterior of the residential structure. The Town of Victor does not provide nor recommend a source for this sign or symbol. The maintenance of this sign or symbol and the area adjacent to it is the responsibility of the property owner.

Owner Name: _____

Property Address: _____

Contractor: _____

Please take notice that the (check applicable line):

- _____ New residential structure
- _____ Addition to existing residential structure
- _____ Rehabilitation of existing residential structure

to be constructed or performed at the subject property reference will utilize the following in the locations designed (check each applicable line):

Structural Members

Locations

- | | |
|---|--|
| _____ Truss type construction (TT) | _____ floor framing, including girders & beams (F) |
| _____ Pre-engineered wood construction (PW) | _____ Roof framing (R) |
| _____ Timber construction (TC) | _____ Floor framing & roof framing (RF) |

Name: _____ Date: _____

Signature: _____ Capacity: owner owner's representative

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Received by/on: _____ reviewed by/on: _____

District: _____ Fishers/ Victor Fire district notified on/by _____