

Building Permit Application

For New Construction or Substantial Alterations

PRIOR TO COMPLETING THIS APPLICATION in order to assist you more efficiently, it is recommended that you set up a date and time to review your project and application with the Code Enforcement Officer at **(607) 962-0340 ext 4.**

*******Please Read ALL of the Instructions Carefully Before Proceeding*******

APPLICATION INSTRUCTIONS

I. General

1. The application must be completely filled in by typewriter or in ink and submitted with the required information to the Code Enforcement Office for approval.
2. After review of the application, a determination will be issued for approval or denial of a building permit
3. The work covered by this application may not be commenced before the issuance of a building permit.
4. Upon approval of the application, a building permit can be obtained. Such permit shall be conspicuously posted on the premises, visible from a street or public right of way, and available for inspection throughout the progress of the work.
5. Costs for work described in the application for a building permit include the cost of all of the construction and other work done in connection therewith. If the final cost exceeds the estimated cost, an additional fee may be required before the issuance of a Certificate of Compliance or Certificate of Occupancy.
6. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged for the additional work.
7. All work **MUST** conform to the Code of the City of Corning, the New York State Uniform Fire Prevention and Building Code, and all other applicable laws.
8. The building permit becomes **VOID** twelve months after issuance, unless otherwise specified on the permit.
9. If construction does not commence within six months after issuance of a building permit, the permit shall become **VOID**.
10. **A CERTIFICATE OF COMPLIANCE OR A CERTIFICATE OF OCCUPANCY MUST BE ISSUED AFTER COMPLETION OF THE WORK.** (Certificate of Occupancy Application attached)

II. Inspections Required

Each Project requires a different set of inspections. Required Inspections are displayed on the Permit.

Typically, they might include:

1. Site Layout
2. Footings and Foundation walls - when forms and reinforcement are in place, before pour.
3. Rough Electrical - before this system is closed in by insulation, drywall or similar.
4. Rough Plumbing - before this system is closed in by insulation, drywall or similar.
5. Rough Mechanical - before this system is closed in by insulation, drywall or similar.
6. Framing - after framing is complete and all systems are complete
7. Energy Code - insulation, windows, sealing, and vents are inspected
8. Sheetrock - before and after taping
9. Fire Safety Systems - Testing and inspections depend on the system
10. Final - after all work is finished before the dwelling is occupied. This inspection is done after all the final system inspections are done (electrical, plumbing, mechanical, etc.).

To contact an inspector, use the numbers above. Allow 24 to 48 hours for a response. Voice mail messages are not an acceptable contact. You **MUST** set up an inspection date and time with the inspector.

III. Code Questions

The Code Enforcement Officers are generally in the office weekdays from 8:00 AM to 9:00 AM and from 1:00 PM to 2:00 PM; They are in and out of the office at other times, so an appointment is necessary. If our inspectors are not available to answer your questions at the office or by phone, they will return your call.

Notes: The following notes are the notes referenced throughout the permit application to assist you in completing the application.

1. If the property does not have a street address assigned to it, contact Steuben County 911 at (607) 776-9631. An application for a street address has been attached to this application and can be faxed to (607) 664-1284.
2. The Tax Map Number can be obtained from the Assessors Office at (607) 936-0340 ext 6 or found on your tax record.
3. The Zone District classification is as defined on the City of Corning Zoning Map.

General Application Information

Total Cost of Project: _____

Information Needed	Description	Notes page 2
Address of Work Site:		1
Tax Map Number:		2
Existing Occupancy:	Proposed Occupancy:	See Page 6
Zone District: (Check one)	<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> RM <input type="checkbox"/> MR <input type="checkbox"/> RT <input type="checkbox"/> C <input type="checkbox"/> CL <input type="checkbox"/> I <input type="checkbox"/> BD <input type="checkbox"/> PC <input type="checkbox"/> PMRD	Found on Zoning Map
Owner's Name:		
Owner's Address:		Phone () _____

Project Contact Person: _____ **Phone:** () _____ **Fax:** () _____
Business: _____
Address: _____ **E-Mail:** _____

Design Professional: _____ **Phone:** () _____ **Fax:** () _____
Address: _____ **E-Mail:** _____

- Nature of Proposed Work: (check all that apply)**
- New building
 Addition
 Alteration
 Renovation
 Reconstruction
 Change of Occupancy
 Repair
 Modification of _____ system
 Siding Only
 Roofing Only
 Swimming Pool
 Shed
 Demolition
 Storage tank installation or removal
 Other _____

General Project Description, including material and amount to be used: _____

Applicant Signature

I am familiar with the City of Corning Code and the New York State Building Code requirements related to this project and do hereby agree to abide by them. I hereby apply under the Code of the City of Corning, New York for a building permit as set forth above, and I certify that the statements contained in this application are true to the best of my knowledge and belief.

A permit, under which no work has commenced within six (6) months after issuance, shall expire by limitation. Furthermore, a permit that no Certificate of Occupancy or Certificate of Compliance has been issued within eighteen (18) months after issuance shall expire by limitation. Under either circumstance a new building permit shall be secured before work can begin or be completed.

It is the responsibility of the Owner/Occupant and/or Contractor to comply with all applicable ordinances. Notification requests for inspection must be made at least 24 hours in advance to the number shown below. Voice mail requests for inspection will not be scheduled.

I, the undersigned, do understand that a Certificate of Occupancy or a Certificate of Compliance is required after completion of the work performed under the permit and will NOT be issued unless the required inspections are performed, and that I am to call the Code Enforcement Office at least 24 hours in advance for inspection as I complete each of the above. I understand that I am not to proceed further with work until each inspection is made, and authorization granted by the Code Enforcement Official.

Applicant's Name: _____ (Owner) (Lessee) (Agent) _____
 Address (if not owner) _____ Phone Number _____
 Signature of Applicant _____ Date: _____
 Applicant signature will suffice as signature on permit Fee: _____

Occupancy Description

Residential Code		
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Two Family Dwelling	
Building Code		
<input type="checkbox"/> A1 - Assembly, fixed seating, for viewing <input type="checkbox"/> A2 - Assembly, food and drinking <input type="checkbox"/> A3 - Assembly, recreation & amusement <input type="checkbox"/> A4 - Assembly, indoor sports <input type="checkbox"/> A5 - Assembly, outdoor activities <input type="checkbox"/> B - Business <input type="checkbox"/> E - Education through 12 th grade <input type="checkbox"/> F1 - Factory Moderate Hazard <input type="checkbox"/> F2 - Factory Low Hazard	<input type="checkbox"/> H1 - Hazard, detonation <input type="checkbox"/> H2 - Hazard, deflagration, accelerated burn <input type="checkbox"/> H3 - Hazard, combustion or physical <input type="checkbox"/> H4 - Hazard, health <input type="checkbox"/> I1 - Institutional, 24 hr Supervised, >16 <input type="checkbox"/> I2 - Institutional, 24 hr Care, >5 <input type="checkbox"/> I3 - Institutional, under restraint <input type="checkbox"/> I4 - Institutional, Day Care <input type="checkbox"/> M - Mercantile	<input type="checkbox"/> R1 - Multiple Dwelling - transient <input type="checkbox"/> R2 - Multiple Dwelling - permanent <input type="checkbox"/> R3 - 2 Dwelling Units or less <input type="checkbox"/> R4 - Multiple Dwelling - adult care <input type="checkbox"/> S1 - Storage, Moderate Hazard <input type="checkbox"/> S2 - Storage, Low Hazard <input type="checkbox"/> U - Utility, Miscellaneous

Lot Information

General Review	
Year that the main structure was built _____	Lot Width _____ Lot Depth _____ Square feet _____
Front Yard _____ Rear Yard _____	Side 1 Yard _____ Side 2 Yard _____ <input type="checkbox"/> Corner Lot
Square footage of Building _____	Number of Stories _____ Number of Parking Spaces _____
Total Square Footage of ALL Structures Footprints _____	
Project Square Feet _____	Project Lineal Feet _____

	CONTRACTOR NAME	ADDRESS	TELEPHONE	REGISTRATION #	INSURANCE
General					<input type="checkbox"/>
Carpenter					<input type="checkbox"/>
Plumber					<input type="checkbox"/>
Mechanical					<input type="checkbox"/>
Electrician					<input type="checkbox"/>

Information to be submitted for approval

Neat, clean, complete plans are essential. Plan should be to scale. For most projects you will need:

1. Site Plan ◆ Property lines ◆ Setbacks required ◆ The proposed finish grade at all corners of the building. ◆ Finished elevation must provide a 6" fall in the first 10' ◆ The proposed top of curb at the corners of the property must be shown. If no curbs, show edge of pavement. ◆ Other site information required by the Zoning 2. Foundation Plan ◆ Type of foundation concrete, block, wood ◆ Reinforcement used ◆ Basement sump ◆ Waterproofing of foundation ◆ Grade at foundation ◆ Foundation Drainage ◆ Anchor bolts: the sill or floor system shall be anchored to the foundation	3. Floor Plan(s) ◆ All door and window openings, door swings, and types. ◆ All beam and header sizes, and location on plans ◆ Fire Separations ◆ Smoke Detectors - One on every floor and one in every bedroom, all interconnected. ◆ Insulation ◆ Electrical, Plumbing and Mechanical 4. Building Cross Section(s) 5. Elevations ◆ Each exterior wall of the building ◆ Elevations of interior spaces (kitchen, bath) 6. Stair Section Detail ◆ Riser and tread dimensions ◆ Total rise and run dimensions ◆ Ceiling height clearances ◆ Handrails 7. Framing Plan ◆ Size, spacing and span of all structural members ◆ All supporting beams, walls, columns and headers ◆ Wood species and grade of lumber
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This is not an all inclusive list of drawings that may be required, contact our office to verify what drawings may be required.