A building permit is required commencing construction or other improvements, removal, relocation, occupation of a business, demolition of any building or structure (including auction barns, farm residences and other such structures) and before the installation equipment such as oil and gas heaters that are not listed as portable, solid fuel burning devices such as wood, pellet, corn and wood etc.

Three copies of the permit applications must be completely filled out and submitted to the local building department by mail or in person with

1. Two sets of construction Plans and all supporting documentation
   - Residential dwellings under 1,500 sq feet may be allowed without a stamp by a design professional licensed by the State of NY, although a detailed set of plans are still required
2. All commercial construction plans are to be stamped and drawn to scale
3. All new residential and commercial waste water (septic) systems must be designed by a NY licensed PE

Workers compensation and disability benefits or an exemption from (NEW YORK STATE WORKERS COMPENSATION BOARD) are necessary and required before a permit can be issued. Only Owner occupied 1-4 family homes may use the BP 9-07 form enclosed in application, All others must have comp or get an exemption from NY comp board

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code.

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code.

Inspection Notification to the Code Enforcement is the sole responsibility of the owner, contractor or agent.

1. Minimum of 48 hrs no exceptions
   - Some may need earlier depending on the inspector
2. A CO or CC will not be issued without inspections and you may be required to dismantle work performed and pay a fine.
   - The owner and contractor are responsible to notify the Code Enforcement Office for an inspection.

Questions and answers

Q) Who determines when a building permit is required and how do I know if a permit is required
A) The local code enforcement Officer, so the best way to know is contact the codes officer

Q) Do I need to comply with floodplain regulations if my community does not participate in the floodplain program
A) Yes in 2007 NY State Incorporated the floodplain regulations within the State Building Codes.

Q) I am renting a commercial space and am not changing any of the structure do I need a permit
A) Yes a permit is required to make sure that the new business complies with building & Zoning regulations concerning the use, maximum occupancy, fire regulations, etc. Failure to obtain a permit could result in a stop work order and possible fines.

Print name_________________________
Sign_________________________
Date_________________________
Building Permit Application

Property Location

Lot Size (acres)

Accompanying this application shall be (2) sets of plans, showing the purposed building, alterations or repairs, and a brief description of the materials to be used, methods of construction and detailed plot plan.

Character and Purpose of Permit:

Estimated Cost:

Work to begin on or about:

Work to be completed on or about:

Outside Measurements of Main Building

Length ___ Feet

Width ___ Feet

Height ___ Feet

Number of stories above grade

Will there be a basement

Chimney if so what type of construction and Material

The foregoing hereby is certified to be correct, true and full of answers. The undersigned hereby agrees, (IF A PERMIT REQUEST IS GRANTED), applicant authorizes the Code Enforcement Official to enter upon said properties to complete necessary inspections. Applicant also hereby agrees to comply with the previsions of the New York State Uniform Fire Prevention and Building Code, other State or Local Laws  Ordinances, applicable to the work intended to be completed under such permit.

Print Name: ________________________________ Contractor ________________________________

Address: ____________________________________________________ Address ________________________________

Phone #: ________________________________ Phone #: ________________________________

Signature: ________________________________________________

PROOF OF COMPENSATION INSURANCE OR EXZEMPTION FROM INSURANCE MUST BE PROVIDED BEFORE A PERMIT CAN BE ISSUED
Town of Carlisle
CONSTRUCTION SPECIFICATIONS

APPLICATION NO____________________ PERMIT NO.______________ DATE ___________________________

INSTRUCTIONS: This form to be attached, when completed, to the Application for Construction Inspection.

a) This application must be completely filled in by typewriter or in ink and submitted in duplicate to the inspector in charge.

b) Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.

c) This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.

d) Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work.

e) The work covered by this application may not be commenced before the issuance of a building permit.

f) No building shall be occupied or used in whole or in part for any purposes whatever until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.

g) If this application is not filed by the owner, an affidavit must accompany it stating that the proposed construction is authorized and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
   a) Existing use and occupancy _______________________________________________________________________________________________
   b) Intended use and occupancy _______________________________________________________________________________________________

2. Nature of work (check which applicable):
   [ ] New Building [ ] Addition [ ] Alteration [ ] Repair [ ] Removal Demolition [ ] Installation

3. If dwelling, number of dwelling units_______ Number of dwelling units on each floor_______ If garage, number of cars_______

4. If business, commercial or mixed occupancy, specify nature and extent of each type of use ________________________________________________
   __________________________________________________________________________________________________________________________

5. Dimensions of existing structure with alterations or additions: Front ___ Rear ___ Depth ___ Height____ Number of stories ___ __

6. Dimensions of entire new construction: Front _______Rear _______ Depth _______ Height Number of stories ________

7. Size of lot: Front __________Rear ______ Depth ________ Acres __________

8. Zone or use district in which premises are situated ________________________________________________________________________________

9. Does proposed construction violate any zoning law, ordinance or regulation? ___________________________________________________________

10. Name of Compensation Insurance Carrier ______________________________________________________________________________________
    Number of Policy ____________________________________________    Date of Expiration ____________________________________ ______

11. Name of Architect, if required _______________________________________________________________________________________________
    Address    _____________________________________________________________            Phone No. ____________________________________
    Name of Contractor _______________________________________________________________________________________________________
    Address ______________________________________________________________          Phone No _____________________________________

12. Will electrical work be inspected by an approved Electrical Underwriters Agency? If so, specify __________________________________________
    _________________________________________________________________________________________________________________________

13. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot

STATE OF NEW YORK, COUNTY OF_____________________________

_________________________ (Name of individual signing application)

being duly sworn deposes and says that he is the applicant above named.

He is the _________________________ (contractor, agent, officer,etc.) of said owner or owners and is duly authorized to perform or have performed the

said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

Sworn to before me this ___________ day of ___________ 20_________

Notary Public, ___________________________ COUNTY Of ___________________________ Applicant signature ___________________________ Pg(2)
Town of Carlisle
Building Permit Application
Plot plan

Draw a sketch of property (front, rear, both side yard), setbacks, including all buildings and driveways

Setback Rear Yard

Setback Front Yard

Print Name: ____________________________ Signature: ________________________________
Tax Id# : ______________________________
Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence (no commercial)

Under penalty of perjury, I certify that I am the owner of the 1.2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

☑ I am performing all the work for which the building permit was issued.

☑ I am not hiring, paying or compensating in any way, the individual(s) that (are) performing all the work for which the building permit was issued or helping me perform such work.

☑ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either.

♦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; OR

♦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit

__________________________________________  ______________________
(Signature of Homeowner)                     (Date Signed)

Home Telephone Number ___________________________

_________________________________________
(Homeowner's Name Printed)

Property Address that requires the building permit:

_________________________________________
_________________________________________
_________________________________________

_________________________________________

Sworn to before me this ________ day of
_________________________________________
2010

_________________________________________
(County Clerk or Notary Public)