

**Town of Middleburgh**  
**Building Department**  
143 Railroad Avenue  
P.O. Box 946  
Middleburgh, NY 12122  
(518) 231-8400

**APPLICATION FOR BUILDING AND ZONING PERMIT**

**ADDRESS OF PROPOSED WORK:** \_\_\_\_\_

**TAX MAP ID NUMBER:** \_\_\_\_\_

The undersigned hereby applies for a Permit to build, alter, renovate, or occupy according to the following specifications.

**PROPERTY OWNER'S NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **CONTRACTOR PHONE:** \_\_\_\_\_

**CONTRACTOR MAILING ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_

**PROPOSED WORK:** ( ) NEW STRUCTURE ( ) ADDITION ( ) ALTERATION ( ) DECK ( ) PORCH  
( ) CHANGE OF OCCUPANCY ( ) SOILD FUEL BURNING DEVICE ( ) HVAC

**ACCESSORY BUILDINGS:** GARAGE (1) (2) (3) ( ) DETACHED ( ) ATTACHED ( ) SHED/BARN  
**OTHER:** \_\_\_\_\_

**DIMENSIONS (FT):** LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ AREA \_\_\_\_\_ HEIGHT \_\_\_\_\_

**NON-RESIDENTIAL CONSTRUCTION:** USE CLASS \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_

**DISTANCE FROM PROPERTY LINES (FT):** FRONT \_\_\_\_\_ LEFT \_\_\_\_\_ REAR \_\_\_\_\_ RIGHT \_\_\_\_\_

**BUILDING SPECIFICATIONS:** All new construction plans shall be submitted in duplicate stamped by a registered NYS architect or engineer certifying they meet all the requirements as set forth in the NYS Education Law Section 7209 and 7307. Plans relating to residential construction may or may not require stamped plans as specified by the Codes Enforcement Officer. All plans will reflect compliance with current NYS Uniform Fire Prevention and Building Codes.

**ZONING SPECIFICATIONS:** Applicant must submit a site plan for all new construction, additions, garages, sheds, porches, and decks. Indicate on the site plan all street names, location and size of the property, the location, size and setbacks of proposed buildings and location of all existing buildings.

**FLOODPLAIN REGULATIONS:** If construction is proposed within the 100 Year Floodplain as determined by a Flood Insurance Rate Map all construction shall comply with the Town of Middleburgh Floodplain Regulations and all applicable NYS Building Codes. A Floodplain Permit must be issued by the Codes Enforcement Official prior to issuing a Building and Zoning Permit.

**SEWAGE SYSTEMS AND WATER WELLS:** Septic systems and water wells shall be in accordance with current regulations set by the Schoharie County Department of Health. A Certificate of Occupancy **will not** be issued until all regulations set by the Schoharie County Department of Health have been met and the Codes Enforcement Official has been notified in writing. The Schoharie County Depart of Health can be contacted at (518) 298-8365

**INSURANCE REQUIREMENTS:** A certificate of insurance providing proof of contractor’s New York State Workers’ Compensation and disability benefits coverage naming the Town of Middleburgh as certificate holder must be on file before any permit may be released. Please note that **ACCORD** forms are not acceptable proof of NYS Workers’ compensation and disability benefits coverage. Out of state companies working in NYS need NYS Workers’ Compensation and disability benefits coverage. General Contractors must carry a Workers’ Compensation Policy if they are hiring subcontractors.

**FEES:** All permit fees are set by the Town of Middleburgh Town Board and are calculated by the Codes Enforcement Official. All fees owed to the Town of Middleburgh shall be paid prior to a Certificate of Occupancy being issued.

**NOTE:** With the issuance of this permit the Codes Enforcement Official and the Deputy Codes Enforcement Official has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure, or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. **All applicable inspections as required by the Codes Enforcement Official shall be given a 48-hour advance notice by the applicant. Prior to occupancy of any building, structure, or property covered under this permit, application for a Certificate of Occupancy or Certificate of Compliance must be made to the Building Department on the prescribed form and said Certificate shall be issued prior to the building or premises being occupied.**

**Affidavit**

Town of Middleburgh  
County of Schoharie ss.  
State of New York

I swear to the best of my knowledge and belief the statements in this application, together with the plans and specifications, and site plan are a true and complete statement of all proposed work to be completed on the described premises and that all provisions of The Codes of the State of New York and NYS Energy Conservation Construction Code and the Town of Middleburgh Laws and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner, Owner’s Agent, Contractor (Circle One)**

**ALL APPLICATIONS MUST BE NOTARIZED**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
Signature of Notary \_\_\_\_\_

**NOTARY PUBLIC, SCHOHARIE COUNTY, NEW YORK**

**For Office Use Only**

App. Fee \_\_\_\_\_ Permit Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Permit No. \_\_\_\_\_

**PERMIT STATUS: [APPROVED] [DENIED] REFERED TO: [PLANNING BOARD] [ZBA]**

**Reason for Denial:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_