

Town of Seward
Permit Application Instructions

1. All pages shall be completely and accurately filled in using black or blue ink.
2. A plot plan shall show the location of all buildings – existing and proposed relationship to adjoin premises, Public Street or areas. Also denoted shall be well and sewage disposal system, existing and/or proposed and any easements that may exist. The attached Plot Plan page has been provided for your convenience. You may submit a separate drawing; minimum size 2 ½" X 11", but it shall be to scale.
3. This application shall be accompanied by two complete sets of construction plans and specifications. Plans and specifications shall describe the nature of the work to be performed, the material to be used and installed details or structural, mechanical, electrical, plumbing and heating installations. A Construction Material Specification sheet is attached for your use, or you may submit project specification from your engineer.
4. If applicable, a well log – available from the well driller, shall be submitted.
5. If applicable, a sewage disposal system permit, issued by the Schoharie County Department of Health shall be submitted with this application. Certificate of Compliance for this system shall be submitted to building department office before a Certificate of Occupancy shall be issued.
6. If proposed project is in a Flood Plain and Elevation Certificate shall be submitted.
7. An approved, Certified Electrical Inspection Agency shall inspect ALL electrical work.

Commonwealth Electrical Inspections
Middle Department Inspection Agency
New York Board of Fire Underwriters

(800) 801-0309
(800) 873-6342
(800) 356-2556

NOTE: The following construction inspections, performed by the CEO or Deputy CEO are required:

1. Footing – formed w/reinforcement, prior to pour
2. Foundation – formed w/ reinforcement, prior to pour
3. Foundation Walls – w/waterproofing, before backfill
4. Structural Framing – studding & exterior sheathing
5. Rough Plumbing, HVAC, Mechanical
6. Fire Protection & Detection
7. Final – Prior to issuance of Certificate of Occupancy

All electric work shall be inspected by a Certified
Electrical inspection Agency (see above list).
Electrical Service, Rough-in and Final - Certificate
Required

At least 24 hours notice shall be given to the Building Department when ready for inspection. Please call Code Enforcement Official:

General Meeting Schedules (call to confirm)

Town Board – 2nd Monday of each month – 6 p.m.
Planning Board – 3rd Tuesday of each month – 7 p.m.
Zoning Board of Appeals – as needed

Permit Application Submission Checklist:

This list is provided to assist you in ensuring that your application package is COMPLETE when being submitted:

1. _____ Land Use Zoning Application
2. _____ Building Permit Application
3. _____ Plot Plan / Scale Drawing
4. _____ Construction Specification
5. _____ Construction Plans / Drawings
6. _____ Proof of Worker's Compensation
7. _____ Application for Certificate of Occupancy
8. _____ Tax Map – showing lot location
9. _____ Driveway Permit, if applicable (issued by authority having jurisdiction)
10. _____ Flood Plain Permit, if applicable
11. _____ Well Log, if applicable
12. _____ Septic System Permit, if applicable
13. _____ Permit Fee as per fee schedule (please make check or money order payable to: Town of Seward.

BUILDING PERMIT APPLICATION

OFFICE USE ONLY

Fee \$ _____

Date Paid: _____

Applicant Name: _____ Phone: _____

Road/Street Location: _____ Tax Map #: _____

City/Town/Village of, for proposed work: _____ No. of Acres: _____

Estimated project cost: \$ _____

Property Owner(s) Name(s): _____

Mailing Address: _____

Telephone Days: (____) _____ Evenings: (____) _____

Email: _____

Contractor Name: _____

Mailing Address: _____

Telephone Days: (____) _____ Evenings: (____) _____

Architect/Engineer Name: _____

Mailing Address: _____

Telephone Days: (____) _____ Evenings: (____) _____

_____, Being duly sworn deposes and says that he/she is the applicant above named. He/She is the owner or _____ of said owners and is duly authorized to perform or have performed the said work and to make and file this application; that all statement contained in this application package are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and specification filed therewith, and in accordance with applicable laws, ordinances, rules, and regulations.

Sworn to before me this ____ day of _____ in the year of _____.

Notary Stamp & Signature

State of _____

S.S.

County of _____

Notary signature: _____

Signature of Applicant

LAND USE ZONING PERMIT APPLICATION

1. Application is hereby made to:

Use

Renovate

Demolish

Erect

Extend

Occupy

a structure or land located at: _____

for the purpose of: _____

Single Family Residence

Commercial Business

Accessory Building

Multiple Family

Industry

Other _____

2. Type of Structure:

Wood Frame

Steel Frame

Modular

Mobile Home

3. Zone: "R" Residential "RA" Residential Agricultural "OS" Open Space

Located in Flood Plan? NO YES If yes, attach Elevation Certificate

Wetland in project area: NO YES

4. Height of proposed structure: _____ Stories _____ Feet

5. If accessory structure, list height of primary structure on property: _____ Stories _____ Feet

6. Type of work, if other than a new structure:

Roof

Fireplace

Auxiliary Building

Deck/Porch

Chimney

Pool/Spa

Solid Fuel Burning Device

Other _____

Describe the proposed scope of project, in detail:

Projected starting date: _____ Projected completion date: _____

NOTE: Proposed location of project SHALL be staked, using a minimum of 24" exposed stakes and flagging. Stakes shall be placed so as to outline the perimeter of the proposed project ***before*** the Code Enforcement Officer come to verify that you are in compliance with the Zoning Regulations.

PLOT PLAN

On the plot/sketch plan, show the dimensions of boundaries of the land; location of all structures – indicate front, side and rear setbacks in feet; location of proposed or existing water supply and sewage disposal systems; location of driveway and/or access roads; and any easements.

Name and mailing of ALL contiguous property owners within 500' of boundaries:

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____

Tax Map ID No.: _____ Acreage: _____

Street/Road Name _____ Road Frontage: _____ Ft. (A - B)

Lot Dimensions: A - C _____ Ft. C - D _____ FT. D - B _____ FT.

The diagram shows a rectangular plot of land with vertices labeled A (bottom-left), B (bottom-right), C (top-left), and D (top-right). A central rectangular structure is shown. Four setback lines are indicated with double-headed arrows and labels in boxes: 'Rear Setback _____ ft.' above the structure, 'Front Setback _____ ft.' below the structure, 'Side Setback _____ ft.' to the left of the structure, and 'Side Setback _____ ft.' to the right of the structure. At the bottom of the plot, a horizontal line is labeled 'Street Property Line (R.O.W.)' in a box.