

**WORK ON THIS PROJECT MAY NOT START UNTIL THE APPLICATION IS APPROVED AND THE PERMIT HAS BEEN ISSUED.**

**BUILDING/DEMO PERMIT APPLICATION**

**VILLAGE OF MALONE**

343 WEST MAIN STREET

MALONE, NY 12953

[code@villageofmalone-ny.com](mailto:code@villageofmalone-ny.com)

Phone: 518-483-4570/Fax: 518-481-6737

<b>FOR OFFICE USE ONLY</b>	
Tax Map ID #:	_____ - _____ - _____
Application #	_____ Permit #: _____
Invoice #	_____ PAYMENT METHOD _____
PERMIT FEE \$	_____ DATE PAID ____/____/____
RECEIVED BY	_____

Application is hereby made to the Building Inspector for the issuance of a Building and Zoning Permit pursuant to the Village of Malone Zoning Ordinance and the 2015 International Codes as adopted by New York State for the construction of buildings, structures, renovations, alterations, demolitions, fences, electrical, change in use, and pools.

**Note: Read all instructions on permit. Applicant is responsible for accurate information. Please allow up to 14 business days for processing.**

Any questions regarding this permit should be directed to the Village of Malone Building and Zoning Department at (518) 483-4570 (Office), 518-521-4513 (Work Cell) or by email [code@villageofmalone-ny.com](mailto:code@villageofmalone-ny.com)

Address of Work Site: \_\_\_\_\_

**Type of Project:**

- New Construction     Structural Alterations     Renovations     Accessory Structure  
 Addition             Conversion             Demolition             Electrical

ESTIMATED COST \$ \_\_\_\_\_ Summary

Description of Project:

Use additional pages as necessary for details to be sure the project meets the code requirements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_

**WORK ON THIS PROJECT MAY NOT START UNTIL THE APPLICATION IS APPROVED AND THE PERMIT HAS BEEN ISSUED.**

**INSTRUCTIONS:**

THIS APPLICATION IS DESIGNED TO ENCOMPASS ALL ASPECTS AND SCOPE OF PROJECT. IN SOME CASES, THE INFORMATION REQUESTED MAY NOT APPLY TO YOUR PROJECT. PLEASE FILL OUT ALL INFORMATION REQUESTED THAT APPLIES TO YOUR PROJECT IN INK.

1. THIS APPLICATION MUST BE ACCOMPANIED BY 2 COMPLETE SETS OF BUILDING PLANS AND/OR JOB SPECIFICATIONS.
  - a. Construction documents shall not be accepted as part of an application for a building permit unless such documents are prepared by a New York State registered architect or licensed professional engineer **where so required** by Education Law.
  - b. If plans that are submitted do not require preparation by a design professional, they shall indicate with sufficient clarity and detail the nature and extent of the work proposed at the discretion of the Code enforcement Officer.
  - c. "AS BUILT" DOCUMENTATION MAY BE REQUIRED.
  
2. COST OF THE WORK DESCRIBED IN THE APPLICATION FOR THE BUILDING PERMIT INCLUDE THE COST OF ALL THE CONSTRUCTION AND OTHER WORK DONE IN CONNECTION THEREIN, EXCLUSIVE OF THE COST OF THE LAND. IF THE FINAL COST EXCEEDS THE ESTIMATED COST, THEN AN ADDITIONAL FEE MAY BE REQUIRED BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED. Cost of the project will include materials and labor regardless of compensating any employee or contractor.

**I am the owner of the property in the Village of Malone, New York described in this application. I hereby apply for a permit to perform the work described in this application and on attached plans, specifications and other documents. I will comply with all provisions of applicable ordinances, codes and regulations in the performance of this work whether specified herein or not. Any amendment to this application, plans, specifications or other documents upon which this permit was issued will be filed with the code office for approval before such changes are made in the actual work. I hereby understand that all work must be inspected and approved by the code officer. I understand that it is my full responsibility to call and schedule the 8 needed inspection times throughout the project for completion. I certify that every person performing work on the permitted project will comply with all applicable codes, ordinances and regulations. By my signature I certify I have read and understand the above paragraph.**

**Print:** \_\_\_\_\_

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

**Sign:** \_\_\_\_\_

**WORK ON THIS PROJECT MAY NOT START UNTIL THE APPLICATION IS APPROVED AND THE PERMIT HAS BEEN ISSUED.**

**DESIGNERS AND CONTRACTORS**

Architect/Engineer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

General Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Workman's Compensation Policy on File [ ] Workman's Compensation Exemption Provided [ ]

Lead Paint Certified Renovator # \_\_\_\_\_ exp. date \_\_\_\_\_

ALL ELECTRICAL WORK WILL BE REQUIRED TO BE INSPECTED BY A VILLAGE APPROVED ELECTRICAL INSPECTION SERVICE.

Electrical Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Workman's Compensation Policy on File [ ] Workman's Compensation Exemption Provided [ ]

Lead Paint Certified Renovator # \_\_\_\_\_ exp. date \_\_\_\_\_

Electrical Inspector:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Plumbing Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Workman's Compensation Policy on File [ ] Workman's Compensation Exemption Provided [ ]

Lead Paint Certified Renovator # \_\_\_\_\_ exp. date \_\_\_\_\_

**WORK ON THIS PROJECT MAY NOT START UNTIL THE APPLICATION IS APPROVED AND THE PERMIT HAS BEEN ISSUED.**

Mechanical Contractor:

Name: \_\_\_\_\_

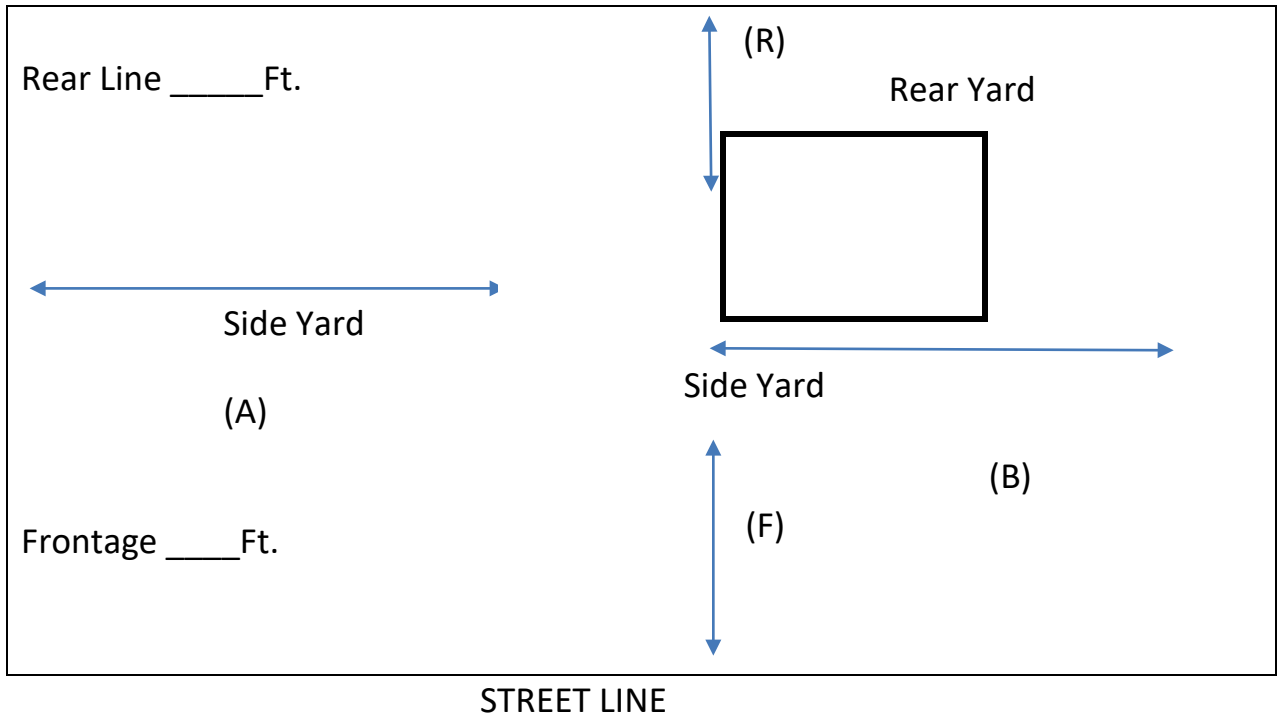
Address: \_\_\_\_\_

Workman's Compensation Policy on File [ ] Workman's Compensation Exemption Provided [ ]

Lead Paint Certified Renovator # \_\_\_\_\_ exp. date \_\_\_\_\_

Single Family Owner Occupied Homeowner: WCB form BP-1 Exemption Provided [ ]

Below area provided as an example of the site plan drawing. **Please include lot line distances from buildings.** Indicate size of new addition or alterations in relationship to existing buildings. If stamped building plans have been attached, no drawing is necessary.



**SETBACKS FROM NEW CONSTRUCTION**

Lot Size: \_\_\_\_\_ Ft. Deep X \_\_\_\_\_ Ft. Wide

FRONT LINE setback (F) \_\_\_\_\_ FT. REAR LINE setback (R) \_\_\_\_\_ FT.

SIDE LINE setback (A) \_\_\_\_\_ FT. SIDE LINE setback (B) \_\_\_\_\_ FT.

**WORK ON THIS PROJECT MAY NOT START UNTIL THE APPLICATION IS APPROVED AND THE PERMIT HAS BEEN ISSUED.**

**For Office Use :**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

This is to certify that I have investigated this application and find same (to be) (not to be) in accordance with the provisions of the state and local ordinances, relating to buildings in the Village of Malone and that the same has been ( ) APPROVED ( ) DISAPPROVED On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed \_\_\_\_\_

Code Enforcement Officer

Zoning District: \_\_\_\_\_ Use Type: \_\_\_\_\_ Work Type: \_\_\_\_\_  
Construction Type: \_\_\_\_\_ IBC Version: \_\_\_\_\_ Year  
Building was Built: \_\_\_\_\_ Year Project area was Built, if different: \_\_\_\_\_

**Land Use:**

Commercial \_\_\_ Residential \_\_\_ Two Family \_\_\_ Multi-Residential \_\_\_ Mixed \_\_\_ Industrial \_\_\_

Reason for Refusal:

Incomplete application

---

---

---

---

USE Variance required

---

---

AREA Variance required

---

---

At a meeting of the Board of Trustees of the Village of Malone held on \_\_\_\_\_, this application for a building permit was accepted subject to the provisions of the Village of Malone.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Clerk