



# Village of Freeville, New York

## Building Permit Application

INSTRUCTIONS: Please complete this application and return it to the Village Clerk's Office for the Code Official to review

1. Complete necessary information below; please note OWNER MUST SIGN.
2. Include a Plot Plan, as explained on page 3 of this application, and sign at bottom of page 3.
3. Review and sign page 4, regarding required inspections.
4. CHOOSE ONE:
  - I AM HIRING A CONTRACTOR---Must provide a Certificate of NYS Worker's Compensation Insurance for Contractor(s), C-105.2
  - I WILL BE DOING THE WORK MYSELF---Must submit a Notarized Affidavit of Exemption for Worker's Compensation Insurance
5. Include one set of construction specification drawings, with project-specific details.  
All commercial and residential projects over 1,500 sq feet or \$20,000 require professionally approved plans.
6. If applicable, receive an approval for Sewer from Village DPW, or for septic system by Tompkins County Health Dept.
7. If applicable, include any required approvals by the Planning Board, Variance Board, and/or Tompkins County Health Dept.
8. If applicable, include Flood Plain application and approval.
9. An Application Fee is due to the Village of Freeville when submitting the Application (see Village Fee Schedule).
10. A Permit Fee will be due upon approval of Application; the Code Official will contact you to pick up the Permit and pay the Fee.

PROPERTY OWNER(S):		DATE SUBMITTED:
MAILING ADDRESS:		
PHONE:	ALT PHONE:	TAX MAP #:
PROJECT ADDRESS:		
DESCRIPTION OF PROPOSED WORK:		ANTICIPATED COST:
DOES THIS PROPOSAL VIOLATE ANY LAWS, ORDINANCES, REGULATIONS:		
CONTRACTOR NAME:		PHONE:
REPRESENTATIVE, IF APPLICABLE:		PHONE:
LIST ANY INCLUDED DOCUMENTS:		

**CERTIFICATION:** I hereby affirm under penalty of perjury that all information provided in this application is complete, correct and contains no misleading statements. I further understand any false or inaccurate information contained in this application or its attachments automatically invalidates all permits issued as a result of this application. I understand I may be required to remove any building, structure, or other construction started or completed as a result of inaccurate information contained in this application or its attachments. I further certify that I have read the instructions and permit process and understand the requirements. I understand that no building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy is issued.

PROPERTY OWNER(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For questions regarding Building Permits, or to schedule inspections, please email [code.freeville@gmail.com](mailto:code.freeville@gmail.com) or call (607) 844-8301.

FOR OFFICE USE ONLY	
<i>This serves as a valid Building Permit only when this box is completed and signed by the Village Code Official.</i>	
_____ ISSUE DATE	_____ DENIAL DATE
<b>OR</b>	
_____ EXPIRATION DATE	_____ REASON FOR DENIAL
_____ CODE OFFICIAL SIGNATURE	
Application fee: \$ _____ Collected ____/____/____	Building Permit fee: \$ _____ Collected ____/____/____

**PERMIT PROCESS:** The following process is required according to Local Law and New York State Code.  
**No construction shall begin until permit has been issued.**

1. Application must be completed and submitted with required paperwork, approvals, and fee as listed on page 1.
2. Code Official will review the Application, and may request additional information to make a determination (see chart below).
3. Once the Code Official has all necessary information, a determination will be made. If the application is approved, you will be contacted to pay the Permit fee and pick up Building Permit, which should be prominently displayed on the premises.
4. Building Permits are good for 1 year. If you find that you cannot complete work in that time frame, you can contact the Code Official to renew your permit at half the initial Building Permit fee.
5. Applicant/owner/contractor shall call to schedule all necessary inspections during the construction process:  
 Footing \_\_\_\_\_ Foundation \_\_\_\_\_ Framing \_\_\_\_\_ Plumbing \_\_\_\_\_ HVAC \_\_\_\_\_ Insulation \_\_\_\_\_ Final \_\_\_\_\_  
 Other \_\_\_\_\_
6. Electrical Inspection must be completed by a certified, third party electrical inspector during and upon completion of system: Rough-In \_\_\_\_\_ Final \_\_\_\_\_
7. Upon completion of construction a final inspection is required, approval for the Septic System is required, and a final Electrical Certificate is required along with any other required certifications or inspections. Once the above is completed and before anyone can move in, a Certificate of Occupancy is required by Local and NYS Law.

**WHEN COMPLETED,**

**ALL PERMITS MUST BE CLOSED WITH A CERTIFICATE OF OCCUPANCY OR A CERTIFICATE OF COMPLETION PRIOR TO USE**

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**Additional Building Permit Paperwork**

Upon review of your Building Permit Application, the Code Official may require more information before issuing a permit.

Things that are checked **YES** are needed.

No permit will be issued until **all** necessary information is provided, **NO EXCEPTIONS.**

YES	INCLUDED	N/A	
			Copy of Tax Map
			Plot Plan
			Notification to Village Department of Public Works
			Notification to Village Fire Department
			Copy of County Septic Permit
			Building Permit Application
			Workers' Compensation forms (2) and copy of Insurance or CE200
			Diagrams of the Structure (top and side view) Commercial projects or Residential over 1,500 sq. ft. and/or over \$20,000 require professional drawings
			Variance or Special Permit acceptance letter
			Local Laws/Subdivisions/Ordinances
			Minimum maintenance Road
			Flood Plain Area
			Storm Water Pollution Prevention Plan

**Plot Plan**

Owner Name \_\_\_\_\_  
Location \_\_\_\_\_  
Lot Size \_\_\_\_\_

Date \_\_\_\_\_  
Tax Map # \_\_\_\_\_  
Ft Road Frontage \_\_\_\_\_

**You can use this sheet to draw your Plot Plan, or include a separate document with all points listed below.**

If using this sheet, use the line below as your **road frontage**, and sketch your lot, including the following:

- a. all existing structures on the property
- b. location/proposed location of well and septic or sewer (whichever is applicable to your property)
- c. proposed location of new structure/addition
- d. distance from the proposed/new structure to
  - i. all property lines: (minimums for principal building: 50' from front lot line, 25' to all other property lines; minimums for detached accessory building: 50' from front lot line, 15' to all other property lines)
  - ii. existing structures (10 ft minimum)
  - iii. well and septic or sewer line (whichever is applicable)

Note: If installing a septic system, plans must be approved by the Tompkins County Environmental Health Department prior to applying for a permit.

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*This line represents the center line of the road or right of way*

CERTIFICATION: I hereby affirm under penalty of perjury that all of the information provided in this Plot Plan is complete, accurate and contains no misleading information. I further understand that any false or inaccurate information contained in this plot plan or its attachments automatically invalidates all permits issued as a result. I understand I may be required to remove any building, structure or other construction started or completed as a result of inaccurate information contained in this Plot Plan or its attachments. I further certify that I have read these instructions and understand the local requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Required Building Inspections

Dear Building Permit Holder:

The issuance and finalization of this Building Permit is contingent upon all required inspections being performed at the required intervals. This is your responsibility as the Permit holder.

**Please contact the Code Official to schedule the applicable inspections.**

1. **Pre-inspection site location.**
2. **Footers/pad:** Once the footers/pads formed, prior to pouring concrete.
3. **Foundations:** Once the anchor bolts, sill plates, and perimeter drains are in place, prior to backfilling and/or framing.
4. **Framing:** Once the framing is 100% complete, prior to sheet rocking.
5. **Plumbing:** All lines will be pressure tested using water or air.
6. **Electrical:** An approved certified electrical inspection agency shall do all inspections and issue a certificate prior to final inspection.
7. **Insulation:** Once vents are in place and the insulation has been installed, prior to sheet rocking.
8. **Final inspection:** Once everything has been completed, you are not to occupy or use the building or area until a final inspection has been done and the appropriate certificate had been issued.

**NOTE: APPROVAL BY THE VILLAGE CODE OFFICIAL DOES NOT RELINQUISH THE OWNER'S RESPONSIBILITY TO ADHERE TO ALL LOCAL LAWS AS WELL AS THE NEW YORK STATE BUILDING AND FIRE PROTECTION CODES.**

I authorize the Village of Freeville Code Official to conduct these inspections.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit #