Town of Pine Plains
Application for Building Permit

Property Owner/Agent
Name______________________________
Mailing Address__________________________
Telephone_____________________________

Contractor
Name________________________________
Mailing Address____________________________
Telephone________________________________

Location of property (Street or Road)
_____________________________________________________

Is there adequate off-street parking for construction vehicles? Yes_______ No________

Total Acreage_________________ Road Frontage_________________ Depth_________________

Date of Application _______________________________ Zoning District_____________________

Nature of work: (Circle one)
New Construction
Addition
Solid Fuel Stove
Mobile Home (Year __________)
Other___________________________________________

Use of Building: (Circle one)
Dwelling
Garage
Storage
Workshop
Agricultural
Commercial
Other___________________________________________

Dimensions of new building, addition or area to be renovated:
Width________________ Depth________________ Height (in stories)_________________

Total Square Footage________________ Number of Bedrooms________________
Type of Foundation________________ Type of Heating System________________

Will this structure contain an alarm system? Yes_______ No________

Septic Description____________________ Water supply________________

Total estimated cost of project excluding property cost:________________________

These items are required for the issuance of a Building Permit (all items not required for all projects)
1. a copy of a current survey
2. Plot Plan
3. D. O. H. septic certification
4. 911 address or filed request
5. affidavit of ownership
6. building plans
7. architect’s or engineer’s stamp (if required)
8. Workmen compensation certification
9. a driveway permit
10. required fee

Please note: Building Permits are valid for 18 months. Permit extension(s) are available for a $25.00 renewal fee. Issuance of a Certificate of Occupancy for a valid Building Permit has no fee. A Certificate of Occupancy for an expired Permit is $150.00

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**General Information**

A. The applicant shall notify this Department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application form and stated requirements has been determined to be complete and when the proposed work is determined to conform with the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions.

B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with application for the permit.

C. Any building permit issued by the Town of Pine Plains under the provisions of Local Law No. 3 of 2007 shall be effective to authorize the commencing of work for a period of eighteen months from the date of issuance or upon the issuance of a certificate of occupancy. For good cause shown, an extension may be granted for a period of six months, no more than two extensions will be granted. All work shall conform to the approved application and shall be in accordance with the applicable ordinances, Local Laws, rules and regulations.

**Submission**

Two set of plans (including site and landscaping, elevations, sections, details, dimension and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer e affixed to all plans submitted, unless waived by the Code Enforcement Officer.

**Certification**

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances covering this type of work will be complied with whether specified herewith or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of the construction.

Owner/Authorized Agent ________________________________________________________________

Date _____________________