

VILLAGE OF DANNEMORA

TRACY SWEENEY ~ CODE ENFORCEMENT OFFICER

40 Emmons Street • P. O. Box 566

Dannemora, NY 12929-0566

(518) 492-3135 • fax (518) 492-7548

PROCEDURE FOR OBTAINING A BUILDING PERMIT AND ZONING PERMIT

1. Fill out an application for a building and zoning permit form
2. Sign the application before a Notary Public.
3. Attach a plot plan showing the dimensions of the lot and all buildings on the lot, the distance from the lot lines to existing and proposed buildings.
4. Do not forget your plot plan, floor plan and your blue prints with the Building Permit Application.
5. If the application is NOT complete, NO permit will be issued. If the Zoning, NYS Fire Codes and Building Codes are met, a permit will be issued.
6. Your Building Permit is valid for **ONE YEAR** from the date issued. You must renew the permit or have a Final Inspection before the permit expires.
7. **YOU** are responsible to notify the Code Enforcement Officer when you are ready for inspections as stated in your permit.
8. You must have a Final Inspection before you can use the building.
9. NO permit shall be required for a small (100 sq. ft. or less) non-commercial uninhabited structure in the Village.
10. If the requirements are not met, the applicant may:
 - a. Alter plans to meet the requirements.
 - b. Request a variance to the Zoning Ordinance from the Zoning Board of Appeals.
 - c. Withdraw the application.

If you have any questions concerning the permit, call the Code/Zoning Enforcement Officer, Tracy Sweeney, at (518) 492-3135.

PLEASE NOTE: Requests for water and sewer hookups must be made in writing to and approved by the Village Board at least 30 days prior to the anticipated date needed. Hookups will be done after October 1 each year except for emergencies.

PLEASE ALSO NOTE: Applicants for construction of new homes should contact the Clinton County Office of Emergency Services at 565-4685 before the new structure has been built or put on a foundation to obtain the E911 address which will be needed for electrical and telephone service.

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Permit Fee Schedule

New Single and Two- Family Dwellings:

Up to 1500 Sq Feet	100.00	<u>Renewal Fee</u>	15.00
With garage add	25.00	Or 10% of original fee, which	
With Basement add	20.00	Ever is larger. 1yr renewal full	
Over 1500 add .10 per sq. ft after 1500		permit fee if longer.	

Multiple Dwellings

First Unit	200.00
Each Ad'l unit	50.00
Basement add	25.00
Att. Garage add	25.00

<u>Temporary CO</u>	20.00
6 months, if not finished full fee	
for extension.	

Zoning Board of Appeals

Area Variance	25.00
Use Variance	50.00

Additions , Alterations, or Repairs

0 - \$10,000	25.00
\$10,001- \$25,000	50.00
Over \$25,000	100.00

Inspections

Any Inspection requested other	
than open permit (Foster Care,	
Boarding Home, Fire, etc)	20.00

Garages

Single (to 14' wide)	35.00
Over 14' to 28' wide	50.00
Over 28' wide	75.00

Demolition Permits

Accessory Structure	20.00
Primary Building	50.00
Partial Building	25.00

Commercial

New Construction	100.00
First 1500 ft, then .15 per ft after	

Pools

Above Ground	25.00
with deck	40.00
In-ground (with fence)	50.00

Renovations-Commercial

\$0-\$10,000	25.00
\$10,000-20,000	75.00
\$20,000-50,000	100.00
Over \$50,000	\$2.00 per \$1000.00

Miscellaneous

Sheds (over100 sq FT)	25.00
Woodstove, Outdoor Boiler	25.00
Post fire (noncompliant)	30.00
Chimney Permit/Inspect.	20.00
Trailer(replace)+Variance	75.00
Sign	25.00

Planning Board Permit	20.00
Site Plan Review	25.00

If no Building Permit

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Application Fee: _____

Application No. _____

Date Paid: _____

Zone: _____

APPLICATION FOR BUILDING AND ZONING PERMIT

Name: _____

Telephone No. _____

Address: _____

Date: _____

Tax Map ID: _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. Deliver; or mail this completed application at least two (2) weeks before desired start date with appropriate fee to:

Village of Dannemora
PO Box 566
40 Emmons Street
Dannemora, New York 12929

2. Please sign application and have signature notarized.

3. A plot plan showing the dimensions of the lot and the distance from the lot lines to the existing buildings must be submitted. If cost of construction is \$10,000 or higher, or involves 1,500 square feet plans must be signed and stamped with a seal of a registered architect, or a Licensed Professional Engineer of New York State.

Application is hereby made to:

Renovate

Use

Build

Repair

Alter

Extend

Remove

Demolish

Occupy

Upgrade

Replace/ Install

Other _____

Pool

Deck

Electrical Entrance

Residence

Garage

Storage Shed

Fence

Sign

Porch

Commercial Business

Industry

Barn

Mobile Home

Structure or land is located at: _____

A Plot Plan () is attached () is not attached
Floor Plans () are included () are not included

(Please see instructions)

The building will be as follows:

1. Description: _____

Residence	Garage	Mobile Home
() Single Family	() Attached	Brand Name:
() Two Family	() Unattached	Model:
() Multi-Dwelling		Year:

2. Size: (W) _____ (H) _____ (L) _____

3. Construction Estimated Start Date: _____

4. Number of family units _____

5. Corner or interior lot _____

6. Front Yard (Distance in feet from the **lot line** to the front of the building): _____

7. Back Yard (Distance in feet from the **lot line** to the back of the building): _____

8. Side yard: a. _____ feet to the side of the building

b. _____ feet to other side of building

9. Total both sides _____ feet

10. Dimension of lot _____

11. Estimated cost of construction _____

12. Type of construction: Frame _____ Concrete _____ Steel _____ Other _____

13. Name of builder _____

14. Is a copy of insurance on file with the Village _____

15. Is a copy of worker's compensation on file with the Village _____

Comments: _____

NOTE: Measurements for lot distance must be from the lot line. Do not use measurements from center, or side, or road.

APPLICATION FOR BUILDING AND ZONING PERMIT

STATE OF NEW YORK)

ss.:

COUNTY OF CLINTON)

Deponent being duly sworn, says that he (she) is the owner or authorized agent for which the foregoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing state laws and local ordinances. I further state that all information is true and correct to the best of my knowledge.

Signature of Applicant

Sworn to this _____ day of _____, 20____

Notary Public

FOR USE BY CODES/ZONING ENFORCEMENT OFFICER ONLY.

- () Permit for use
- () Approved
- () Denied--Does not meet NYS Fire Prevention and Building Codes.
- () Denied--Not in conformance with the following Provision(s) of the Zoning Law:

Comments: _____

Date _____ By: _____
