

GENERAL APPLICATION FOR A BUILDING PERMIT TOWN OF NAPLES

Property Owner _____

Mailing Address _____ Email _____

City _____, St _____ Zip _____ Phone (____) _____ - _____

Project Address _____

Project Description _____ sq ft

Material & Labor Costs Estimate \$ _____ Projected start date ____/____/____ Estimated end date ____/____/____

Setbacks: Front _____ ft Rear _____ ft Right side _____ ft Left side _____ ft

APPLICATION FEE: TBD – The Permit Application Fee will be determined by the type and size of project.

Note: Any structure that has a cost to build that is \$20,000 or greater must have a stamped blueprint submitted with the Permit Application.

Contractor _____

Address _____ Email _____

City _____, St _____ Zip _____ Phone (____) _____ - _____

Workers Compensation Insurance Yes* or CE-200 form*⁺ - WC Exemption Certificate; <http://www.wcb.ny.gov>

Liability Insurance Certificate Yes* or Not required – Please indicate why not in the space below.

*** Permits will NOT be issued without required current certificate(s) being submitted with application.**

⁺ The CE-200 WC Certificate of Exemption must also be submitted by homeowners who are performing the construction themselves.

Plans by _____

Address _____ Email _____

City _____, St _____ Zip _____ Phone (____) _____ - _____

The undersigned represents and agrees as condition to the issuance of this permit that said structure shall be constructed in accordance with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and all other applicable laws, codes, and regulations.

Owner / Agent Signature _____ Date ____/____/____

OFFICIAL USE ONLY			
Code Enforcement Officer _____		Date ____/____/____	
Town Clerk _____		Date ____/____/____	
Fee Paid \$ _____	District _____	Tax Map ID# _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	Plans reviewed by _____	Permit # _____

Submit this signed application and applicable fee (check payable to the Town of Naples or exact cash amount) to
Town of Naples, 106 S Main Street, Naples, NY 14512.

REQUIRED INSPECTIONS

Town of Naples – Building Department
Code Enforcement Officer
106 S. Main Street
Naples, NY 14512
585-374-2435
codeofficer@naplesny.us

The applicant and/or contractor assumes responsibility for

- ✓ requesting inspections as listed on the *Building Permit*;
- ✓ giving at least 24 hours notice of inspection request; and
- ✓ obtaining a certificate of occupancy and/or compliance ***before use***.

Inspections shall be ***REQUIRED*** on the following schedule:

(Some may or may not apply, depending upon the nature of your project.)

- Footings before pouring concrete;
- Foundation before backfill;
- Storm lateral, sanitary lateral, drain tile, slab plumbing, septic system, or public water before backfill or covering;
- Plumbing drain line and water line shall be tested with water or air per P312 of the Plumbing Code of New York before closing walls;
- Framing before closing or covering walls;
- Insulation before closing or covering walls;
- Electrical inspection by a third party certified electrical inspector;
- Fireplace or wood burning stove and chimney before closing in wall and/or ceiling;
- Building equipment installations made to manufacturer's specifications;
- Water test if required by the CEO _____ yes _____ no;
- Other inspections as may be required for the specific project and noted on the building permit;***
- Final Inspection

NOTICE:

- ✓ No structure erected or altered pursuant to this permit shall be occupied or used for any purpose until a certificate of occupancy and/or compliance has been issued.

Owner / agent signature _____ Date _____

Submit this signed form with your application and fee to
Code Enforcement Officer, Town of Naples, 106 S. Main Street, Naples, NY 14512.

PLOT DIAGRAM / SURVEY MAP

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Indicate whether it is an interior or corner lot.

Rear line _____ ft.

Setback from rear line _____ ft.

Setback from side line (A) _____ ft.

Setback from side line (B) _____ ft.

Setback from front line _____ ft.

Frontage _____ ft.

_____ Road

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