

- SAMPLE -  
**VILLAGE OF CAZENOVIA**  
**CAZENOVIA, NEW YORK**

**APPLICATION FOR BUILDING / SIGN / SWIMMING POOL PERMIT**

Date....., 20.....

TO THE BUILDING INSPECTOR OF THE VILLAGE OF CAZENOVIA, NEW YORK:

SIR: Application is hereby made for a permit for the construction / erection as hereinafter described.

In consideration of the issuance of the permit applied for, the applicant hereby agrees to indemnify and save the Village of Cazenovia harmless from all loss, cost and damage arising in connection with any work performed thereunder or incidental thereto.

It is further understood and agreed by the applicant that all work will be done in compliance with the provisions of the New York State Workmen's Compensation Law, the New York State Building Construction Code, the New York State Fire Prevention Code and all other applicable laws, ordinances and regulations.

Signature, Address and Phone Number of Applicant FOR INFORMATION ONLY

Signature of Officer, if Corporation .....

Name and Address of Owner SEE VILLAGE CLERK FOR A COPY OFName and Address of Contractor THE CARBON 3-PART FORM

Name and Address of Architect .....

1. Location of proposed project: Street &amp; No. .... Zone .....

2. Existing use ..... Proposed use .....

3. Nature of work: New..... Addition..... Alteration..... Repair..... Other.....

4. Estimated Cost, \$..... (include cost of all construction and other work, exclusive of cost of land.)

5. Dimensions of existing structure, if any: Front ..... Rear .....

Depth ..... Height ..... Number of stories .....

6. Dimensions of New Construction: Front ..... Rear ..... Depth ..... Height .....

Number of stories .....

7. If multiple dwelling, number of dwelling units ..... Number of dwelling units on each floor .....

If garage, number of cars .....

8. If business, commercial, industrial or mixed occupancy, state nature and extent of each type of use .....

9. Will electrical and plumbing work be inspected by, and a Certificate of Approval obtained from, the New York State Board of Fire Underwriters or other similar agency or organization? .....

If not, please explain .....

State of New York } ss.:  
County .....

(name of individual signing application) ..... being duly sworn, deposes and says that he is the

person who signed this application; that he is the .....

(Owner, Agent, Contractor, Corporation Officer, Architect)  
authorized by the said owner or owners to perform or have performed the work applied for, and to make and file this application; that he has read and understands this application; that all statements contained therein are true to the best of his knowledge and belief, and that the work will be performed in accordance with the application and the plans and specifications filed therewith.

Sworn to before me this ..... day of ....., 20.....

(Signature of applicant)

Notary Public ..... County .....

The foregoing application is hereby APPROVED / DISAPPROVED this ..... day of ....., 20 .....

A permit will be issued upon payment of a fee of \$..... to the Village Treasurer.

VILLAGE OF CAZENOVIA

By .....

Instructions for using this permit application are on back side of the form.

FRONT

## VILLAGE OF CAZENOVIA, N.Y.

### Instructions for Building/Sign/Swimming Pool, etc. Permit Applications

1. Fill in (as applicable) using ink or typewriter and submit in triplicate to the Building Inspector.
2. Three copies of a plot plan (indicating location and dimensions of lot, existing and proposed buildings, set-backs from property lines, and relationship to adjoining property) and three complete sets of plans and specifications describing the work to be performed, the materials and equipment to be used and installed, and details of structural, mechanical and electrical and plumbing installations.
3. Two sets of plot plans, structural plans and specifications submitted shall be retained by the Village. All work to be done in accordance with same, and no person shall make any change in them without consent of the Building Inspector. The third copy shall remain on the site for use of the Building Inspector and the Builder.
4. The work applied for must not be started before issuance of a permit.
5. This application may be reviewed by Village Boards; Trustees; plus County and State organizations before a permit will be issued by the Building Inspector. If the application is rejected or approved subject to special conditions, the applicant shall be notified for the reasons for such action.
6. For construction plans requiring or including landscaping, special drainage, lighting, parking, special sewage or water installations, unusual set-backs, or other special conditions commensurate with the construction, these plans MUST be approved before a permit can be issued.

### Following Issuance of a Permit

1. Work must be started within six (6) months from date of approved application.
  2. Where applicable, a minimum of three (3) inspections by the Building Inspector are required:
    - (a) when footings are excavated or laid out
    - (b) before closing in the building\*
    - (c) at completion of the job\* (With approval of the project a Certificate of Occupancy will be issued with exceptions as noted.)
- \* In (b) and (c) above, copies of village plumbing and N.Y. Board of Fire Underwriters electrical approvals shall be shown to the Building Inspector.
3. For phased construction (e.g. - where interior layouts are not detailed pending occupant leases) Limited Building Permits may be issued for each phase.
  4. Changes to existing permits may be requested, however, work on them shall not be started until approved. In these cases an additional Certificate of Occupancy may not be required.
  5. Construction may not be considered to be complete and cannot be used for its intended purpose until a Certificate of Occupancy is applied for and issued.
  6. For uncovered decks or patios, a Certificate of Occupancy may not be required.