

APPLICATION FOR BUILDING PERMIT FOR MANUFACTURED HOMES

- A.) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted.
- B.) This application must be accompanied with, unless otherwise specified by the Code Enforcement Officer:
 - i. Statement that manufactured home bears required HUD and NYS seals, including certification numbers.
 - ii. Ensure copy of manufacturer’s installation instructions and specifications are on file with Town, demonstrating compliance with Appendix “E” of the NYS Residential Code.
 - iii. Letter of acceptance from New York State.
 - iv. Pier layout that shows tie-down equipment and layout
 - v. Site plan showing location of manufactured home (setbacks) and location of units on adjacent lots.
- C.) Applicant shall provide certificates of insurance for Workmen’s Compensation (C105.2, U-26.3,CE-200), Liability(Acord 25) and General Disability(DB-120.1,CE-200).
- D.) No person may manufacture, sell, install, or service a manufactured home unless certified and a certified individual is on site during all work operations.
- E.) The application fee shall be based on the Schedule of Fees available from the Building Department and shall be submitted upon approval of application.

Address of Job Site _____

Install Start Date _____

Name of Manufacturer _____

Estimated End Date _____

Model Designation # _____

Proposed Cost _____

Manufacturer Serial # _____

Included is application for: Shed Garage Carport Solid Fuel Appliance
(data supplied as required)

Resident Owner _____

Phone Number _____

Resident Owner Address _____

Cell Phone No. _____

Installer Name _____

Phone Number _____

Installer Address _____

Certification # _____

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____ Date _____

APPLICATION CONTINUES ON NEXT PAGE

The applicant shall, as part of this application, agree to:

- Notify the building department of any changes in the information contained in the application or approved plans and specifications.
- Perform all work in accordance to the submitted and accepted construction documents.
- Notify the building department at least 24 hours in advance for all required inspections and receive approval before any building element, equipment, or system is covered or enclosed.
- Authorize inspections by Code Enforcement Officer or his representative during all phases of construction.
- Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.
- Not use in whole or in part for any purpose whatsoever until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and a certificate of occupancy or compliance is issued.
- Abide by Planning Board and Zoning Board of Appeals approvals and conditions.
- Have all electrical work inspected by an authorized agent of the Town of Victor and procure a certificate of approval.
- Commence work within six months of the issuance of this permit or the permit will be revoked.
- Make application for and pay all appropriate fees to the Town of Victor before a Certificate of Occupancy is issued.
- Protect and repair any of the town facilities pursuant to Section 162-55 (Sewer) and Section 202-9 (Water).
- Abide by the Town Design and Construction Standards.
- Work may NOT commence prior to the issuance of the building permit. At the time of the issuance of such permit, a copy of the approved plans will be returned to the applicant to be kept at the work site, available for inspection throughout the progress of the work.

Applicant's initials and date, signifying agreement to above: _____

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For Office Use Only

	Signature	Date		Fee Schedule	
Site review by	_____	_____	Unit Inspection	\$300	_____
Approved/Denied by	_____	_____	Recreation Fee	\$1,500	_____
Issued by:	_____	_____	Accessory Structure	\$75	_____
			Garage	\$75	_____
Receipt #	_____		Carport	\$75	_____
Permit #	_____		Fireplace	\$75	_____
			Total Amount		_____

Comments: _____