

**APPLICATION FOR BUILDING PERMIT (GYPSUM MILLS ONLY)  
FOR DECKS, PORCHES, SHEDS, CARPORTS, AND GARAGES**

- A) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted
- B) The application fee shall be based upon the Schedule of Fees and shall be paid prior to the release of the permit.
- 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) This application must be accompanied with:
  - a. A plot plan showing the location of the property and of the buildings or work areas, and giving a detailed description of the layout of the property (well or water line, septic system or sanitary laterals, storm laterals, setbacks, driveway with turnaround, house location to street, erosion control, finished floor elevations, etc.)
  - b. A complete set of plans showing proposed construction or work and related specifications.

Address of Job Site \_\_\_\_\_ Work Start Date \_\_\_\_\_  
 \_\_\_\_\_ Estimated End Date \_\_\_\_\_  
 \_\_\_\_\_ Estimated Value of Work \_\_\_\_\_

Nature of Work:     deck                       porch                       shed (size: \_\_\_\_\_)  
                           garage                       carport                       other: \_\_\_\_\_

Applicant’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Applicant’s Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Applicant’s Email \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
 Owner’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Owner’s Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
 Contractor/ Builder’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Contractor/Builder’s Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
 Installer’s Certificate # \_\_\_\_\_

*Porch & Deck Project Data (must be addressed in plans)*

All pertinent dimensions	Plot plan showing location
Post hole depths	Post sizes & locations
Beam sizes & locations	Floor joist size & spacing
Stair locations & details	Handrail & guardrail details

**THIS APPLICATION IS DOUBLE SIDED**

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.

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, SEQR 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: \_\_\_\_\_

04Nov14 Version

**For Office Use Only**

Signature	Date	Square Footage	_____
Examined by _____	_____	Permit Fee	_____
Approved/Denied by _____	_____	Receipt #	_____
		Permit #	_____
		Date Issued	_____