

APPLICATION FOR BUILDING PERMIT FOR COMMERCIAL USES IN A MALL/PLAZA

- A) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted.
- B) This application shall be accompanied with, unless otherwise specified by the Code Enforcement Officer:
 - i. Three (3) complete sets of plans and specifications showing proposed construction or work. These documents must fully describe the nature of the work to be performed; materials and equipment to be used; structural, mechanical, electrical, plumbing installations; window and door schedules; energy calculations/statements; and bear the seal and signature of a New York State Licensed Architect or Professional Engineer affixed to the plans;
 - ii. All plans pertaining to a covered mall area shall describe storefront signage to be of non-combustible material and shall have a Class A or better flame spread rating.
- C) Applicant shall provide a certificate of insurance for Workmen’s Compensation / Employer’s Liability and Disability Insurance presently held by the General Contractor.
- D) Applicant shall also provide a statement of special inspections when necessary.
- 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 _____	Work Start Date _____
Business Name _____	Estimated End Date _____
Nature of Work _____	Estimated Value of Work _____

Occupancy Type (use): Assembly (A) Business (B) Educational (E)
 Institutional (I) Mercantile (M)

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. _____

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 _____

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: _____

PROJECT DATA AND CONTACT INFORMATION

Square Footage: First Floor _____ Other _____

Will there be special inspectors? _____ If so, please supply statement and credentials as required.

Fire alarm system to be installed? _____ Local or Monitored system? _____

Contact person on site: _____ phone _____

Plumbing contractor: _____ phone _____

Electrical contractor: _____ phone _____

HVAC contractor: _____ phone _____

Sprinkler contractor: _____ phone _____

THANK YOU FOR COMPLETELY FILLING OUT THIS APPLICATION!