

**APPLICATION FOR BUILDING PERMIT FOR RESIDENTIAL USES
FOR BASEMENT RENOVATIONS**

- 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. One set of plans showing proposed construction or work.
 - ii. Additional applications for solid-fuel appliance if installing.
- 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) 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 _____
 _____ Estimated End Date _____
 _____ Estimated Value of Work _____

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. _____

Project Data (must be addressed in plans)

All pertinent dimensions	Finished height - to ceilings & beams/ducts
Wall composition	Label proposed use of rooms
Egress window locations, brands, & size	Walkout/bulkhead door locations, brands, size
Insulation R-value, existing or altering	Locations of lights & mechanical ventilation
All penetrations to first floor must be sealed with code-approved materials	Drywall under side of stairs, whole area if used as storage
Smoke detectors are required in and out of bedrooms, plus 1 in finished and 1 in unfinished sections	All smoke detectors must have a battery backup and be hard wired and connected to all other hard-wired smoke detectors in the house
Show at least two forms of egress	

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, Energy 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 _____

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For Office Use Only

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