

Village of Victor, Building Department
60 East Main Street
Victor, New York 14564



Email: codes@villageofvictor.org
Telephone: 585-924-3311
Fax: 585-924-0282

APPLICATION FOR A BUILDING PERMIT

ADDRESS OF PROPOSED WORK _____ PERMIT # _____

PROPERTY OWNER _____ PHONE #: _____

MAILING ADDRESS _____

APPLICANT (if different) _____ PHONE #: _____

E-MAIL _____

TAX MAP # _____
Section Block Lot

COPY OF PLOT PLAN OR SURVEY MAP MUST BE INCLUDED

DESCRIPTION OF WORK & OCCUPANCY TYPE OF CONSTRUCTION/NATURE OF WORK (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> SINGLE FAMILY |
| <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> TWO FAMILY |
| <input type="checkbox"/> NEW BUILDING SIZE _____ | <input type="checkbox"/> MULTIPLE DWELLING |
| <input type="checkbox"/> ADDITION SIZE _____ | <input type="checkbox"/> INSTALLATION OF _____ |
| <input type="checkbox"/> ALTERATION AREA _____ | <input type="checkbox"/> MECHANICAL SYSTEM _____ |
| <input type="checkbox"/> DEMOLITION SIZE _____ | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> GARAGE SIZE _____ | <input type="checkbox"/> ROOF SQ. _____ |
| <input type="checkbox"/> SHED SIZE _____ | <input type="checkbox"/> NEW BUSINESS _____ Inspection will be needed for C of O |
| <input type="checkbox"/> DECK, PORCH OR RAMP SIZE _____ | Fill out statement of Intent form |
| <input type="checkbox"/> POOL <input type="checkbox"/> Above Ground <input type="checkbox"/> In Ground SIZE _____ | |
| <input type="checkbox"/> HOT TUB | |

Additional Description _____

NAME OF CONTRACTOR _____ PHONE # _____

ADDRESS _____

NAME OF ARCHITECT _____ PHONE # _____

ADDRESS _____

ESTIMATED COST OF JOB \$ _____

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to the Workman's Compensation Laws of this State of New York and all other State, and Federal Laws, rules and regulations. I / we, hereby consent to allow members of the Building Department the right of access to my / our property for the purpose of viewing and inspecting the proposed area.

SIGNATURE _____ DATE _____

INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

- This application must be submitted before any work is commenced.
- A plot plan with dimensions must be submitted with all applications detailing the proposed work.
- Where applicable two stamped sets of plans with energy calculations shall accompany all applications. Otherwise a drawing with dimensions and as much detail as possible is needed.
- A copy of the Disability & Paid Family Leave Benefits and Workman's Compensation Insurance Certificates from the contractor **MUST** accompany the application before a permit can be issued. The form CE200 can be substituted.
- Upon approval and payment of fee (see Village of Victor fee schedule), a permit will be issued to begin work. That permit will display an expiration date and should be posted allowing the Code Enforcement Officer access to your property for inspections. It is your responsibility to call for inspections.
- Work must commence 180 days from the issue of a permit as indicated on the permit.
- All electrical work shall be inspected by an authorized agent of the Village of Victor.

FOR OFFICE USE ONLY

APPROVED
 DENIED BY _____ DATE _____
 Village of Victor Code Enforcement Officer

REASON _____

FEE \$ _____

DATE PERMIT ISSUED _____