

Village of St. Johnsville  
16 Washington Street  
St. Johnsville, NY 13452  
518-568-2221

## **BUILDING PERMIT APPLICATION**

- EXPIRATION OF A BUILDING PERMIT IS 6 MONTHS FROM DATE OF ISSUE AFTER WHICH A RENEWAL OR EXTENSION APPLICATION WILL NEED TO BE SUBMITTED AND A \$10.00 FEE PAID.
- THIS IS AN APPLICATION. NOT A BUILDING PERMIT.
- NO WORK SHALL COMMENCE BEFORE BUILDING PERMIT IS APPROVED AND ISSUED. THE ISSUED PERMIT MUST BE PROMINENTLY DISPLAYED AT WORK SITE FACING STREET LISTED AS THE PROPERTY ADDRESS.
- ALL INFORMATION MUST BE PROVIDED BEFORE APPROVAL OF APPLICATION.

**INITIAL THIS BOX IF YOU UNDERSTAND THE CONDITIONS SET FORTH**

SBL #: \_\_\_\_\_ FOUND ON VILLAGE TAX BILL

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

(SHOULD CORRESPOND TO ADDRESS LISTED IN COUNTY LAND RECORD UNDER *TAX MAP ID/ PROPERTY DATA ADDRESS* FOR THE SBL# PROVIDED ABOVE)

LOCATION(S) OF CONSTRUCTION WITHIN PROPERTY: \_\_\_\_\_

**Village of St. Johnsville**  
**16 Washington Street**  
**St. Johnsville, NY 13452**  
**518-568-2221**

The Village of St. Johnsville is responsible for enforcing the New York State Uniform Fire Prevention and Building Code (Uniform Code). Consult the Village of St. Johnsville, Department of Building Codes for more information on property requirements and any information pertaining to building codes.

Application procedure regulations are contained in **part 442. Title 19** of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR); a copy of this code is available upon request. A permit will be issued when it is determined that the application is complete, and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions imposed by the permitting authority. The Department of Building Codes must be notified of any changes to information contained in the application during the period for which a permit is in effect. **A Building Permit is required BEFORE** removal, alteration, or relocation of any building or structure, and **BEFORE** commencing construction or other improvements or the installation of any heating equipment or wood burning devices.

**Item instructions for the application completion** : (items not listed are self-explanatory) for further assistance, contact the Village Codes Enforcement Officer.

- 1. Workers Compensation and Disability** is necessary if you will pay wages to anyone working on the project. You will need a Workers Compensation or Exempt for CE200 filled out and returned to the Village Office. If a contractor will be conducting the work, then the Village will need proof of LIABILITY INSURANCE, Workers Compensation, and Disability from the contractor prior to issuing the permit. Contractors who are conducting "Home Improvements" are to follow the NYS Consolidated Laws, General Business, Chapter 20, Article 36-a Home Improvement Contracts, Section 770-776.
- 2.** Cost for alterations or additions include the total material and labor cost. Project costs must include direct cost for electrical hook-ups, foundation systems, etc.
- 3. Undertaking activity that requires a building permit prior to obtaining such permit will result in the issuance of a "Stop Work Order" until a permit is obtained. In the event of such a failure fines may be levied at the sole discretion of the Codes Enforcement Officer up to the limit of the law.**
- 4.** Please complete all the forms to the best of your knowledge. If insufficient information is provided, the approval process will be delayed until sufficient required information is provided. Be sure to sign and date your application.
- 5.** Check the attached permit fee sheet to determine the amount of the permit fee to be included with your permit application. Make checks payable to the Village of St. Johnsville. The Village Codes Officer makes the final determination of the amount of the fee assessed for your proposed project.
- 6.** Swimming Pools will need to submit a copy of the electrical inspection certificate before any issuance of Certificate of Compliance/Completion.



Village of St. Johnsville  
16 Washington Street  
St. Johnsville, NY 13452  
518-568-2221

TYPE OF WORK

(CIRCLE ONE OR MORE)

ADDITION:

BATH            KITCHEN            \_\_\_\_\_ ROOM

GARAGE        BARN            DECK            POOL

PORCH        OTHER \_\_\_\_\_

SIZE: \_\_\_\_\_

---

ALTERATIONS:

BATH            KITCHEN            BASEMENT

DECK            PORCH            OTHER \_\_\_\_\_

SIZE: \_\_\_\_\_

---

DIMENSIONS & MATERIALS

1. FOUNDATION:

FOOTING SIZE: \_\_\_\_\_

CONCRETE STRENGTH: \_\_\_\_\_

REINFORCING: \_\_\_\_\_

2. FOUNDATION WALL:

POURED CONCRETE: \_\_\_\_\_ SIZE: \_\_\_\_\_

CEMENT BLOCK SIZE: \_\_\_\_\_

Village of St. Johnsville  
16 Washington Street  
St. Johnsville, NY 13452  
518-568-2221

3. FRAMING:      OUTSIDE WALL: \_\_\_\_\_  
  
                         INSIDE WALL: \_\_\_\_\_  
  
                         FLOOR JOISTS: \_\_\_\_\_  
  
                         RAFTERS: \_\_\_\_\_ TRUSS: \_\_\_\_\_

4. INSULATION:      FOUNDATION: \_\_\_\_\_  
  
                         FLOORS: \_\_\_\_\_  
  
                         WALL: \_\_\_\_\_  
  
                         CEILING AT ROOF: \_\_\_\_\_

5. WALL FINISH:      OUTSIDE: \_\_\_\_\_  
  
                         INSIDE: \_\_\_\_\_

6. ROOFING:      TYPE: \_\_\_\_\_  
                         NO MORE THAN TWO LAYERS ARE ALLOWED ON ANY ROOF. OTHERWISE RIP OFF AND REPLACE.

7. HEATING:      TYPE: \_\_\_\_\_  
  
                         NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REPLACEMENT \_\_\_\_\_

8. PLUMBING:      NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REPLACEMENT \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

Village of St. Johnsville  
16 Washington Street  
St. Johnsville, NY 13452  
518-568-2221

9. ELECTRIC: NEW SERVICE \_\_\_\_\_ AMPS \_\_\_\_\_

NEW PANEL \_\_\_\_\_ AMPS \_\_\_\_\_

SMOKE DETECTORS \_\_\_\_\_ CARBON MONOXIDE DETECTORS \_\_\_\_\_

**\*\* ALL NEW AND ADDED WIRING REQUIRES A THIRD PARTY ELECTRICAL INSPECTION\*\***

**ADDITIONAL INFORMATION:**

---

---

---

---

---

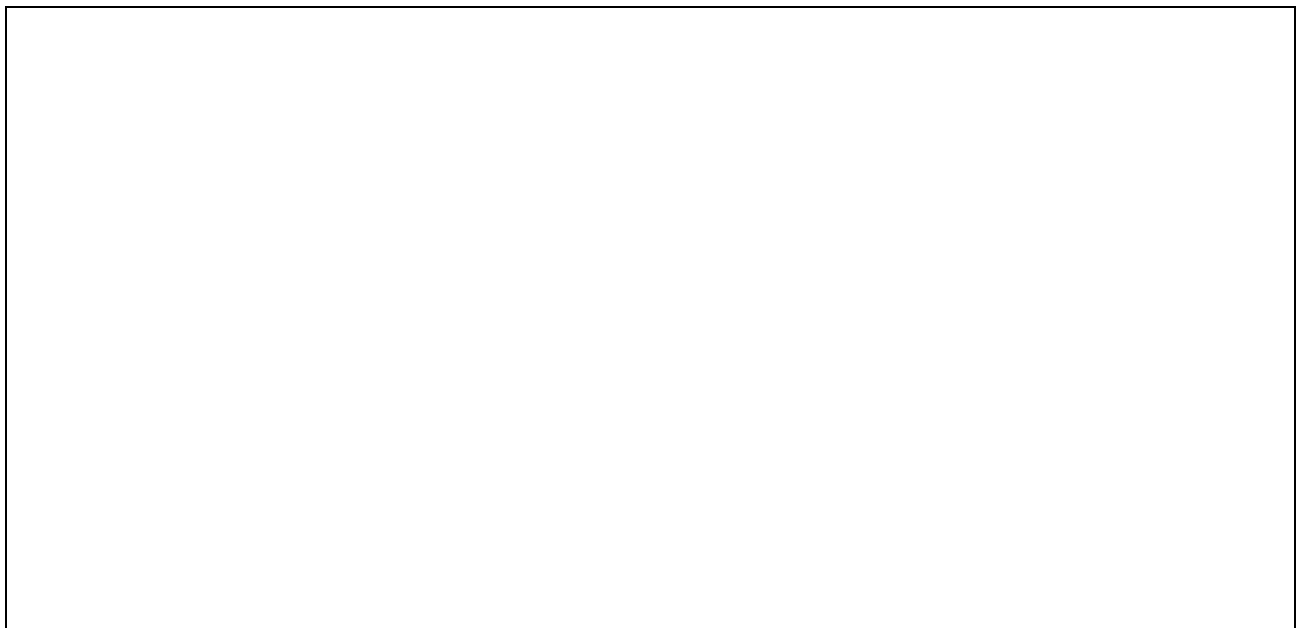
---

---

---

**PLOT PLAN**

**PLEASE INDICATE THE EXISTING STRUCTURES AND THE PLACEMENT OF THE NEW  
CONSTRUCTION ON THE PROPERTY**



Village of St. Johnsville  
16 Washington Street  
St. Johnsville, NY 13452  
518-568-2221

TOTAL PROJECT ESTIMATED COST: \$ \_\_\_\_\_

ESTIMATED TIME OF START AND FINISH:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

IT IS UNDERSTOOD THAT ALL CONSTRUCTION, REPAIRS, ALTERATIONS, OR DEMOLITION WILL BE DONE IN ACCORDANCE WITH THE NEW YORK STATE UNIFORM BUILDING AND FIRE PROTECTION CODE.

CODE ENFORCEMENT OFFICIALS MAY MAKE INSPECTIONS AT ANY TIME. IF OVER 1,500 SQUARE FEET OF LIVABLE SPACE IS PROPOSED TO BE BUILT OR ALTERED, IT IS NECESSARY BEFORE ANY PERMIT IS ISSUED THAT TWO SETS OF DRAWINGS OR BLUEPRINTS BE SUBMITTED.

APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

REASON FOR DENIAL:

---

---

---

**CODE ENFORCEMENT OFFICER SIGNATURE:**

\_\_\_\_\_ DATE: \_\_\_\_\_