

Office Use:
Permit #: TOWN OF JERUSALEM, NEW YORK
TaxMap: Department of Code Enforcement and Zoning Administration
3816 Italy Hill Rd.
Permit Fee: Jerusalem, New York 14418
Phone: (315) 595-2284 | Email: ceo@jerusalem-ny.org

Building Permit Application

Project Address:

Nature of work:

Description of work:

Estimated project cost: \$

Property Owner:

Mailing Address:

Phone Number:

Email:

Applicant Name:

Mailing Address:

Phone Number:

Email:

Applicant is:

Contractor Name:

Address:

Phone Number:

Email:

Site Contact:

Phone Number:

Email:

Required Documentation:

- Proof of Contractors Workers Compensation and Disability Insurance Coverage OR CE 200 Exemption
- Plot Plan showing setbacks and existing structures
- Approved Set of Building Plans
- Waste Water Plan

NOTE:

- ❖ Upon issuance of a building permit, work may proceed as set forth in the specifications, plans or statements as filed with the Code Enforcement Officer. Any Amendments made to the original plans and specifications must first be submitted for approval.
- ❖ Inspections are noted on the building permit and it is the responsibility of the property owner or contractor to call this office to arrange. Twenty-four-hour (one business day) advance notice shall be given. If work that needs to be inspected is covered before the inspector can verify it, the work will have to be exposed to facilitate inspection at the owner's or contractor's expense. Photographs and measurements may be taken to document project progress and completed work, using methods deemed appropriate by the Town.
- ❖ As a result of the issuance of the Building Permit, the Town Assessor is notified. The assessor will visit the site periodically during construction to judge the percent of completion. This completed percentage is added to the roll annually, and the Owner of Record will be notified of any change each year until the project is judged complete.
- ❖ A Certificate of Compliance or Occupancy cannot be issued unless the required inspections have been made. Without a Certificate of Occupancy, the construction cannot be legally occupied. It is the owner's responsibility to adhere to all code compliance requirements and setbacks.
- ❖ All new work is to be done in conformance with the provisions of the New York State Uniform Fire Prevention and Building Code. Please be advised that failure to comply with applicable regulations and/or conditions of the permit or should hazardous or unsafe conditions develop, we reserve the right to stop work.

5. **Affirmation:** I have read and understand all notices within this application. All information supplied in this application is true to the best of my knowledge and belief. I understand and agree that all work will conform to all applicable local and state code requirements. Permission is hereby granted to the Code Enforcement Officer to enter the premises as frequently as reasonably necessary to inspect the project for compliance with the submitted plans, the Uniform Code and the Municipal Code of the Town of Jerusalem. Photos will be taken to document progress and record finished products projects may be recorded using drone photography. I hereby affirm that I am the property owner or that I have been duly authorized to act on the property owner's behalf

Authorized Signature:

Date: