

TOWN OF MURRAY BUILDING PERMIT APPLICATION INSTRUCTIONS

Please check the box to indicate the requested item is included. Incomplete applications will be returned unapproved. This form must accompany the application.

No work may begin until the permit is issued.

Expect a wait of up to two weeks for permits to be issued.

THE PERMIT APPLICATION MUST BE FILLED OUT COMPLETELY TO AVOID DELAYS

- 1) Address, owner, architect, and builder (if applicable)
- 2) Permit type. *What are you building or installing?*
- 3) Sq. Ft. is only used for additions and new builds
- 4) Please tell us what the building is to be used for (*residential storage, business, commercial*)
- 5) Both the applicant and contractor must sign. The permit will be issued in the owner's name and **you are responsible to make sure the required inspections are done**
- 6) If the work is done by a contractor, he **must** provide a Certificate of Insurance or complete a **CE-200 Form** which must be approved by the NYS Worker's Compensation Board.
www.wcb.state.ny.us OR
If the work is being done by the homeowner, you must complete a **BP-1 Form**, available on our website (www.townofmurray.org) This form must be **notarized**.
- 7) **Three copies** of the plan for construction must be included. The plans should show a **footprint and a profile** and must include dimensions of the work and the dimensions of the material being used
- 8) A plot plan showing distances to lot line and structures that are on your property must be included
- 9) You must pay for the permit. There is a fee schedule on our website (www.townofmurray.org) or at the Town Clerk's office

You must call for the required inspections. A list of inspections will be provided to you when you receive your permit. **Upon completion you must call for a final inspection** so a Certificate of Occupancy or Certificate of Compliance can be issued.

Town of Murray

Code Enforcement

3840 Fancher Rd.

Holley, New York 14470

Office (585)638-6570 ext. 109 Fax (585)638-0676

APPLICATION FOR A BUILDING PERMIT

Note: An incomplete application may delay the timely issuance of your permit. Please enter N/A if a section is not applicable

Permit Address Site _____	Date _____	
Architect _____	Tax Map # _____	
Owner _____	Phone (H) _____	(W) _____
Owner Address _____	City _____	State _____
Contractor _____	Phone _____	Fax _____
Contractor Address _____	City _____	State _____

- Permit Type** Single Family Dwelling Foundation Remodel Addition Shed
 Attached Garage Detached Garage Covered Porch Enclosed Porch Deck
 Masonry Fireplace Wood Stove Above Ground Pool In-Ground Pool Gazebo
 Boiler Furnace Gas Insert Gas Fireplace Demolition Other _____

Accessory Structure Sq. Ft. _____ x _____ Total Sq. Ft. _____

Addition 1st Floor Sq. Ft. _____ x _____ 2nd Floor Sq. Ft. _____ Total Sq. Ft. _____

S.F.D. 1st Floor Sq. Ft. _____ x _____ 2nd Floor Sq. Ft. _____ Total Sq. Ft. _____

Value of Construction \$ _____

A building permit expires 12 months from the date of permit issuance.

Application is hereby made to the building office for the issuance of a building permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein described. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all inspectors to enter the premises for the required inspections.

Applicant's Name (Please Print)

Applicant's Signature

Contractor's Name (Please Print)

Contractor's Signature

(For Office Use Only)

PERMIT NUMBER _____

C of C / C of O _____

Planning Board	Instrument Survey Map	Reviewed By	Zoning Board
3 sets of plans in PDF	Date Reviewed	Historical Board	Highway Permits
Highway Permits	FEMA	County Planning	Contractor Insurance Liability & Comp.
Sewer Tap Fee	Res. Check	Overlay Dist.	Water Tap Fee

TOTAL FEES \$ _____ Other _____

Inspections Required: Holes _____ Electrical _____ (by others) Framing _____ Plumbing _____ Insulation _____

Disposal Receipts _____ Foundation Before _____ Chimney _____ Foundation After _____ Final _____