

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

- Address, owner, architect, and builder (if applicable)
- Permit type. *What are you building or installing?*
- Sq. Ft. is only used for additions and new builds
- Please tell us what the building is to be used for, *i.e., residential storage, business, commercial, etc.*)
- 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.**
- 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**.
- 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.
- A plot plan showing distances to lot line and structures that are on your property must be included
- 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) 638-6570x109 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 _____ Zip _____
Contractor _____	Phone _____ Fax _____
Contractor Address _____	State _____ Zip Code _____

Permit Type:

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

Accessory Structure Sq. Ft. _____ x _____ Total Sq. Ft. _____
 Addition 1st Fl. Sq. Ft. _____ 2nd Fl. Sq. Ft. _____ Total Sq. Ft. _____
 S. F. D. 1st. Fl. Sq. Ft. _____ 2nd Fl. 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 conditions expressed on this application (which are part of these requirements), and also will allow all inspectors to enter the premises for the required inspections.

_____	_____
Applicant Name (Please Print Clearly)	Applicant Signature

_____	_____
Contractor Name (Please Print Clearly)	Contractor Signature

 (For office use only) PERMIT NUMBER _____

C of C / C of O _____

Fees Complete permit package check list Permit review

Planning Board _____	Instrument Survey Map _____	Reviewed By _____
Zoning Board _____	3 sets of Plans 1in PDF format _____	Date Reviewed _____
Highway Permits _____	FEMA _____	
County Planning _____	Contractor Insurance Liability & Comp. _____	
Res. Check _____	Overlay Dist. _____	

Inspections required:

Holes _____ Electrical _____ (by Others)
 Framing _____ Plumbing _____
 Insulation _____ Disposal Receipts _____
 Foundation Before _____ Chimney _____
 Foundation After _____ Final _____

Total Fees \$ _____ Other _____