

## **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 **or** the homeowner, he **must** provide a Certificate of Insurance or complete a **CE-200 Form** which must be approved by the NYS Worker's Compensation Board.
- 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](http://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** 1<sup>st</sup> Floor Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ 2<sup>nd</sup> Floor Sq. Ft. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

**S.F.D.** 1<sup>st</sup> Floor Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ 2<sup>nd</sup> 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) **Total Fee** \$ \_\_\_\_\_ **Receipt #** \_\_\_\_\_ 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

Inspections Required: Holes _____	Electrical _____ (by others)	Framing _____	Plumbing _____	Insulation _____
Disposal Receipts _____	Foundation Before _____	Chimney _____	Foundation After _____	Final _____