

**APPLICATION FOR A BUILDING AND ZONING PERMIT**

**Name of Applicant** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_ **ZIP** \_\_\_\_\_  
**Telephone: Res.** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ **ZIP** \_\_\_\_\_  
**Telephone: Res.** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ **ZIP** \_\_\_\_\_  
**Telephone: Res.** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Location of Property:** \_\_\_\_\_  
**Tax Map ID:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Cost of Construction:** \$ \_\_\_\_\_ **Total**  
**Gross Square Footage involved:** \_\_\_\_\_ **Total**

**PERMIT FEE MUST ACCOMPANY THE APPLICATION**  
**EACH PERMIT APPLICATION MUST HAVE A SITE PLAN WITH A SURVEY MAP**  
**AND 2 COMPLETE SETS OF BUILDING PLANS AND SPECIFICATIONS.**  
COMMERCIAL BUILDING MUST HAVE AN ARCHITECT OR ENGINEER STAMPED SET OF PLANS

\_\_\_\_\_  
**OWNERS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CODE ENFORCEMENT REVIEW CHECKLIST**

**Date Rec'd.** \_\_\_\_\_ **Information accompanying the application:** **Site Plan ( )**  
**Stamped set of Blue Prints ( )** **Survey Map ( )** **Building Plans ( )** **Application fee Paid: Yes**  
**( ) No ( )**  
 Application Information Complete ( ) **Date:** \_\_\_\_\_  
 Application Information Incomplete ( ) **Missing:** \_\_\_\_\_  
 \_\_\_\_\_

**Watershed Review:**  
**Needs Watershed Review:** Yes ( ) No ( )  
**If yes copy received from watershed ( )** **Date copy was rec'd** \_\_\_\_\_

Is the Building Located in a Flood Plain: YES ( ) NO ( )

**Highway Review:** **N/A ( )**

**Requires State DOT Permit ( )** **Date Copy rec'd.** \_\_\_\_\_  
**Requires County Permit ( )** **Date Copy rec'd.** \_\_\_\_\_  
 \_\_\_\_\_  
**Requires Village Permit ( )** **Date Copy rec'd.** \_\_\_\_\_  
 \_\_\_\_\_

**Insurance Requirement:**  
**Contractor's Insurance on file ( )** **Date copy rec'd.** \_\_\_/\_\_\_/\_\_\_ **Home owner doing work N/A ( )**

**Needs Planning Board Review:** Yes ( ) No ( )  
**For: Site Plan ( ) Special Use Permit ( ) Change of Business use ( ) Subdivision ( )**  
 Application Information Complete ( ) **Date:** \_\_\_\_\_  
 Application Information Incomplete ( ) **Missing:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Planning Board:** Approved ( ) Denied ( ) **Dated:** \_\_\_\_\_

**Needs Zoning Board Approval:** Yes ( ) NO ( )  
**Needs A Use Variance ( ) Needs Area Variance ( ) Appealed for interpretation of the Zoning Law ( )**  
 Application Information Complete ( ) **Date:** \_\_\_\_\_  
 Application Information Incomplete ( ) **Missing:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Zoning Board of Appeals:** Approved ( ) Denied ( ) Upheld CEO Decision ( ) **Dated:** \_\_\_\_\_

**APPLICATION WILL NOT BE PROCESSED UNTIL ALL FEES ARE PAID**

**Building Permit Fee:**  
 \$ \_\_\_\_\_  
**Planning Board Application Fee:**  
 \$ \_\_\_\_\_  
**Zoning Board of Appeals Application Fee:**  
 \$ \_\_\_\_\_

**Date Total Fees Are Paid:** \_\_\_\_\_

**Total Fees**

\$ \_\_\_\_\_

Building Permit Approved: (  ) **Date:** \_\_\_\_\_ Zoning Permit Approved: (  ) **Date:** \_\_\_\_\_

Building Permit Denied: (  ) **Date:** \_\_\_\_\_ Zoning Permit Denied: (  ) **Date:** \_\_\_\_\_

**Reason for Denial or permit put on hold is based on the following:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Code Enforcement Officer**

**Dated**