

**TOWN OF JERUSALEM, NEW YORK**  
Department of Code Enforcement and Administration  
3816 Italy Hill Rd.  
Jerusalem, New York 14418  
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**Office:**  
Date Received:  
Tax Map #:  
Fee: \$ Paid   
BP: #  
Approved  Denied

## **BUILDING PERMIT APPLICATION**

*All fields must be completed*

**1. Project Information:**  
(Type or clearly print)

Address of Project:

**Property Owner:**

Mailing Address:

Phone Number:

Email:

**Applicant Name:**

Mailing Address:

Phone Number:

Email:

Applicant is:  Owner  Agent  Architect  Builder  Contractor

**Contractor Name:**

Address:

Phone Number:

Email:

**Architect Name:**

Phone Number:

Email:

**Occupancy Classification:**

Change of Occupancy? Yes No

State intended use and occupancy after proposed construction:



6. **Required Documentation:**

(If applicable)

- Proof of Workers Compensation and Disability Benefits Insurance Coverage.** *Acceptable Proof:*  
Certificate of Worker's Compensation (form C-105-2 or U26.3) **AND** Disability & Paid Family Leave (Form DB-120.10) **OR** Certificate of Attestation of Exemption (form CE-200)
  
- Plot Plan** – A dimensioned plan to scale, indicating the shape, size, height and location in exact relation to all property lines and to street or road lines of all buildings or structures to be erected, altered or moved and of any building or structure already on the lot. A current survey may be required.
  
- Approved Set of Building Plans** – Any plans for a home, an addition over 1500 sq. ft. and all commercial buildings require a stamp and certification by a NYS Licensed Engineer or Architect. Any addition costing more than \$20,000 also require stamped and certified plans by a NYS Licensed Engineer or Architect.  
*AN ELECTRONIC COPY OF ALL BUILDING PLANS IS REQUIRED FOR NEW CONSTRUCTION AND ADDITIONS*
  
- Waste Water Plans** – Municipal Sewer Hook-up Permit  , Septic Construction Permit  , or Review of Existing System

7. **Affirmation:** 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.

**Applicants Signature:**

**Date:**

**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. Building permits are good for one (1) year. Failure to complete and have all phases of the project inspected within the one (1) year will require renewal along with fees and insurances.
- ❖ 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.
- ❖ 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.