

**Town of Clinton  
Code Enforcement  
23 Smith Street  
Churubusco, NY 12923  
518-353-3326**

**The Building Permit Procedure**

1. A building permit is required for and prior to commencing: the erection, construction, enlargement, improvement, alteration, removal or demolition of any building, structure, or any portion thereof and installation of heating equipment. If you do not get a building permit the fine for the Property owner and Contractor will be; for first offense up to \$500.00 and second offense up to \$1,000.00.
2. An application can be obtained from the Code Enforcement Official or on line at [www.ourtownofclinton.com](http://www.ourtownofclinton.com)
3. Schedule an appointment with the Code Enforcement Official. At this meeting you can explain your project and investigate all the rules, regulations, or codes that pertain.
4. A structure shall be considered as anything constructed or erected with a fixed location or attached to something having a fixed location on the ground. Among other things, structures include buildings, swimming pools, mobile homes, Amish Buildings, walls, billboards.
5. An application form must be completed, neatly in ink. The applicant is responsible for all information relating to the property owner, location, size of the lot, cost of construction, deed restrictions, type of new construction and any pertinent data regarding the project.
6. A properly dimensioned plot plan, draw as close to scale as possible, must accompany all applications. A plot plan will show the road on which the property abuts, dimensions of the lot, location and size of the new construction, all setbacks relating to the proposed structure and names of owners whose property abuts the lot when applicable. (A sample plot plan is attached to the application.)
7. If a deed is not listed in the Town Assessment Roll, a copy of a deed will be required.
8. A set of plans bearing the official seal, stamp, and signature of a New York State registered architect or licensed professional engineer must be submitted to the Code Enforcement Official prior to issuance of a permit for any RESIDENTIAL (over 1,500 sq. ft.) or commercial building and major alteration or renovation. The plans and permit documentation become permanent record of the project. A plan review will be completed before the permit is issued.
9. Providing all requirements are met and are in compliance with NYS Code and upon payment of the stipulated fee, a building permit can be issued. The permit is valid for 1 year.
10. Issuance of this building permit requires that the Town of Clinton Code Enforcement Official be allowed to make all required inspections related to said permit. **(It is the applicant's responsibility to schedule all inspections with the Code Enforcement Official during the construction process.)**
11. For a septic you must contact Clinton County Dept. of Health 518-565-4870 before a building permit will be issued.
12. **No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Official.**



**COMMERCIAL/INDUSTRIAL:**

Size \_\_\_\_\_ Style \_\_\_\_\_ Foundation Type \_\_\_\_\_  
Number of Stories \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Restrooms \_\_\_\_\_  
Heat Type \_\_\_\_\_ Fuel Type \_\_\_\_\_ Foundation Type \_\_\_\_\_

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**ALL RESIDENTIAL:** (Site Built, Modular, Manufactured Single Wide, Manufactured Double Wide)

Size \_\_\_\_\_ Style \_\_\_\_\_ Number of Stories \_\_\_\_\_  
Number of Rooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Baths \_\_\_\_\_  
Heat Type \_\_\_\_\_ Fuel Type \_\_\_\_\_ Foundation Type \_\_\_\_\_  
Fireplace \_\_\_\_\_

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**ADDITIONAL MODULAR INFORMATION:**

Manufacturer \_\_\_\_\_ Date of Manufacture \_\_\_\_\_  
Attach NYS Dept. of State Codes Division Approval:  
2 Page Noting Restrictions or Absence Thereof

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**ADDITIONAL MOBILE HOME INFORMATION:**

Mobile Home Park Name \_\_\_\_\_ Lot # \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_\_ Size \_\_\_\_\_  
Serial # \_\_\_\_\_ Hud # \_\_\_\_\_

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**GARAGE/SHED:**

Size \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_  
Foundation Type \_\_\_\_\_  
If attached, is fire barrier detail on print? \_\_\_\_\_

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**POOLS:**

Please submit a plot plan showing:

1. Location of pool
2. Distance from buildings, overhead utility lines, underground electrical/water lines, Septic system, well, property lines, etc.
3. Height & location of barrier/fences/gates/door alarms
4. Pool equipment location and clearances

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**PORCH/DECK:**

Size \_\_\_\_\_ Foundation/Piers: \_\_\_\_\_  
(Porches and decks attached to buildings with frost walls and full foundations are required to have footings below frost depth.)

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**POLE BARN:**

Size \_\_\_\_\_ Pole Size \_\_\_\_\_  
Pole Spacing \_\_\_\_\_ Floor Material \_\_\_\_\_

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**DEMOLITION:** \_\_\_\_\_

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**OTHER CONSTRUCTION:** \_\_\_\_\_

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**ADDITIONAL COMMENTS:** \_\_\_\_\_

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For a Septic You Must Contact Clinton County Department of Health (518)565-4870 before a building permit will be issued.

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**STATE OF NEW YORK)**

SS

**County of Franklin)**

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A Misdemeanor. (PL210.45)

Affirmed under penalty of Perjury

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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**Please describe the following items with as much detail as possible  
(use additional pages as needed)**

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1. Footing Materials and Sizes \_\_\_\_\_

2. Thickness of Floor in Basement and Reinforcement \_\_\_\_\_

If a slab is to be used, please list the following:

Thickness of slab \_\_\_\_\_ Type/size of reinforcement \_\_\_\_\_

Number/size of anchors \_\_\_\_\_ Number/size of floor drains \_\_\_\_\_

3. Height of Basement \_\_\_\_\_

4. Number of Windows in Basement \_\_\_\_\_

5. Foundation Materials and Reinforcement \_\_\_\_\_

6. Floor Joists (A) Sizes \_\_\_\_\_ (B) Lengths \_\_\_\_\_

(C) Distance apart \_\_\_\_\_

7. Studs (A) Sizes \_\_\_\_\_ (B) Lengths \_\_\_\_\_

(C) Distance apart \_\_\_\_\_

8. Rafters (A) Sizes \_\_\_\_\_ (B) Lengths \_\_\_\_\_

(C) Distance apart \_\_\_\_\_

9. Roof (A) Underlying materials \_\_\_\_\_

(B) Cover materials \_\_\_\_\_

10. Walls Studs (A) Sizes \_\_\_\_\_ (B) Lengths \_\_\_\_\_

(C) Distance apart \_\_\_\_\_

11. Ceiling (Materials) \_\_\_\_\_

12. Chimneys/Gas Vents (A) Sizes \_\_\_\_\_

(B) Materials \_\_\_\_\_

13. Type of Heat \_\_\_\_\_

14. Insulation (A) Materials \_\_\_\_\_ (B) Thickness \_\_\_\_\_

15. Smoke Detectors (A) Type \_\_\_\_\_ (B) Locations \_\_\_\_\_

(C) How many \_\_\_\_\_

16. Electrical Entrance (A) Size \_\_\_\_\_ (B) Location \_\_\_\_\_

