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

The Building Permit Procedure

Please DO NOT CONTACT ME ON FACEBOOK, my cell phone is 518-353-3326.

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 gotten from the Code Enforcement Official or on line at **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.**

Town of Clinton
Building Permit Application

Property Tax Map # _____ 911 # _____ Date_____ Fee_____

Property Owner_____ Phone #_____

Mailing Address_____ Town_____ State____ Zip _____

Applicant: _____ Phone: _____

Address _____Town _____State _____ Zip_____

Email Address: _____

Contractor_____ Phone # _____

Mailing Address _____ Town _____ State _____ Zip _____

Project Location_____

Lot Size/ Dimensions _____ Est. Comp. Date _____ Project Cost _____

Set Backs: Front _____ Back _____ Left Side _____ Right Side _____

PERMIT USE:

- ☐ Erect
- ☐ Install
- ☐ Repair
- ☐ Alter
- ☐ Replace
- ☐ Extend
- ☐ Change of Use
- ☐ Occupy
- ☐ Move
- ☐ Demolish

PERMIT TYPE:

- ☐ Commercial/Industrial
- ☐ Residence-Site Built/Modular
- ☐ Manufactured Home-Single Wide/Double Wide
- ☐ Garage
- ☐ Accessory Structure (storage shed, fence, etc.)
- ☐ Porch/Deck
- ☐ Pool-In Ground/Above Ground
- ☐ Pole Barn
- ☐ 911 Sign
- ☐ Chimney
- ☐ Liquid Fuel Appliance
- ☐ Solid Fuel Appliance
- ☐ Other_____

DOES THE PROPERTY HAVE:

- ☐ New Well
- ☐ Existing Well
- ☐ New Septic System
- ☐ Existing Septic System

Plans are: ☐ attached/enclosed ☐ shipped separately ☐ not supplied

Plot Plan attached: ☐ Has any work on the project been started or completed_____

Is the site in? ☐ a flood plain ☐ a wetland area

For Town Use Only

CONSTRUCTION CLASS:

- ☐ Type I (non-combustible)
- ☐ Type II (non-combustible)
- ☐ Type III (non-combustible exterior
- ☐ Type IV (Heavy Timber)
- ☐ Type V (combustible)

USE AND OCCUPANCY CLASSIFICATION:

- ☐ **A**-Assembly
- ☐ **B**-Business
- ☐ **E**-Educational
- ☐ **F**-Factory/Industrial
- ☐ **H**-High Hazard
- ☐ **I**-Institutional
- ☐ **M**-Mercantile
- ☐ **R**-Residential
- ☐ **S**-Storage
- ☐ **U**-Utility/Misc

Application Fee Rcvd:_____ Cash_____ Check_____ Make checks payable to the Town of Clinton

Date Application Received:_____ Reviewed/Approved_____

COMMERCIAL/INDUSTRIAL:

Size_____ Style_____ Foundation Type_____

Number of Stories_____ Number of Rooms_____ Number of Restrooms_____

Heat Type_____ Fuel Type_____ Foundation Type_____

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_____

ADDITIONAL MODULAR INFORMATION:

Manufacturer_____ Date of Manufacture_____

Attach NYS Dept. of State Codes Division Approval:

2 Page Noting Restrictions or Absence Thereof

ADDITIONAL MOBILE HOME INFORMATION:

Mobile Home Park Name_____ Lot #_____

Make_____ Year_____ Size_____

Serial #_____ Hud #_____

GARAGE/SHED:

Size_____ Attached_____ Detached_____

Foundation Type_____

If attached, is fire barrier detail on print? _____

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

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.)

POLE BARNS:

Size_____ Pole Size_____

Pole Spacing_____ Floor Material_____

DEMOLITION:_____

_____

OTHER CONSTRUCTION:_____

_____

ADDITIONAL COMMENTS:_____

_____

_____

_____

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

This_____ day of_____ _____

Signature of Applicant

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

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) Underlaying 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 _____

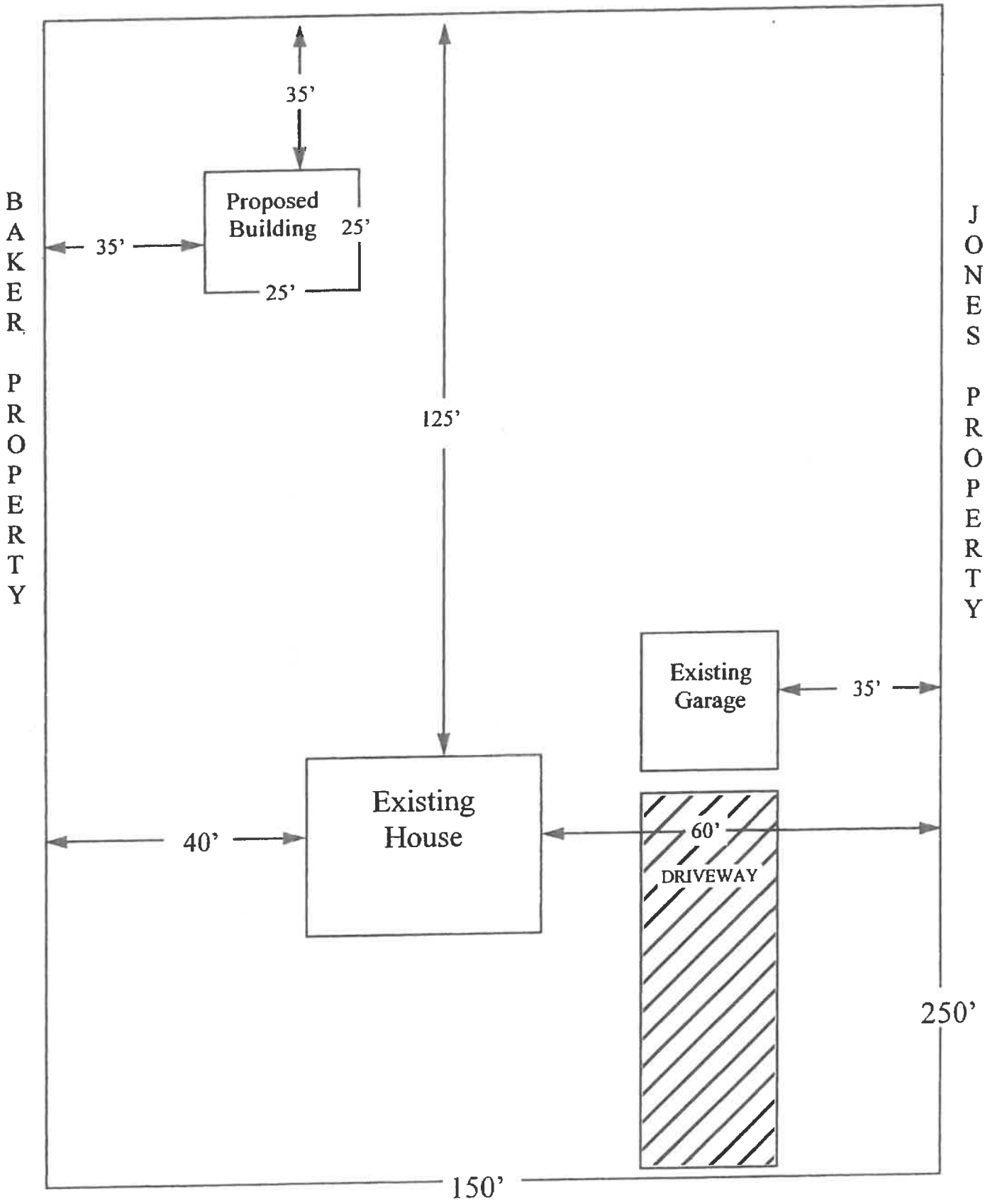
14. Insulation (A) Materials _____ (B) Thickness _____

15. Smoke Detectors (A) Type _____ (B) Locations _____

(C) How many _____

16. Electrical Entrance (A) Size _____ (B) Location _____

SAMPLE ONLY YOUR PLOT PLAT SHOULD LOOK LIKE THIS **SAMPLE ONLY**



NAME OF ROAD