

# ***Ilion Fire Department***

## **Code Division**

1 Central Ave. Ilion , N. Y. 13357

315-894-6048

### **APPLICATION INSTRUCTIONS:**

- 1) The application for the building permit , and its accompanying documents shall contain sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code.
- 2) Please complete sections 1 thru 6 with all information that pertains to your project.
- 3) The work covered in this application may not be commenced prior to the approval of the building permit.
- 4) Any deviation from the approved plans must be authorized by the Codes Division . A revised set of plans with all changes will have to be submitted for approval , prior to any construction .
- 5) The application shall be signed by the owner or ( authorized agent) of the building and shall contain the following:
  - a) Full name and address of owner or corporation
  - b) Identification and description of land and existing building
  - c) Description of use and occupancy
  - d) Description of proposed work
  - e) Three sets of plans and specifications may be required for the proposed work
  - f) Required fee
- 6) The Codes Division may waive the requirement of plans and specifications when the work to be done involves minor alterations or is otherwise unnecessary.
- 7) A building permit issued pursuant to Local Law may be suspended or revoked if it is determined that the work which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit , or there has been misrepresentation or falsification of material facts in connection with the application for the permit.
- 8) A building permit issued pursuant to Local Law shall expire one (1) year from the date of issuance , The permit may be renewed for successive one year periods upon written request.

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**BUILDING PERMIT APPLICATION**

Permit number \_\_\_\_\_

Please complete all necessary sections pertaining to your project, Stamped  
Architect/Engineer prints may be required prior to approval of building permit

**Section ( 1 ) Project Location:**

Project Address: \_\_\_\_\_ Zoning District \_\_\_\_\_

Tax Map # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cross Streets \_\_\_\_\_ and \_\_\_\_\_

Flood Zone : yes or no

Date work to begin \_\_\_\_\_ Date of completion \_\_\_\_\_

**Section ( 2 ) Applicant:**

Applicant Name : \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant is \_\_\_\_\_ owner \_\_\_\_\_ agent \_\_\_\_\_ builder \_\_\_\_\_ other

(If different from Applicant)

Owners name \_\_\_\_\_ Phone # \_\_\_\_\_

Owners Address \_\_\_\_\_

**Section ( 3 ) Type of Improvement :**

_____ New Building	_____ Repair	_____ Roofing /Siding
_____ Alteration	_____ Pool	_____ Fence
_____ Addition	_____ Sign	_____ Demolition
_____ Electrical upgrade	_____ Plumbing	_____ Solid Fuel Device

Brief description of work: \_\_\_\_\_

Assessed value of property \$ \_\_\_\_\_ ( Demo only)( Complete section 6)

**Section ( 4 ) Project data:**

Construction type: \_\_\_ Wood Frame \_\_\_ Masonry \_\_\_ Steel \_\_\_ Other

Existing Occupancy: \_\_\_\_\_ Intended Occupancy \_\_\_\_\_

Dimensions of exiting structure : front \_\_\_\_\_ rear \_\_\_\_\_

depth \_\_\_\_\_ height \_\_\_\_\_

Dimensions of new structure : front \_\_\_\_\_ rear \_\_\_\_\_ depth \_\_\_\_\_ height \_\_\_\_\_

Square footage of new structure \_\_\_\_\_ sq./ft.

Plans required \_\_\_\_\_ yes \_\_\_\_\_ no Reviewed by \_\_\_\_\_ and \_\_\_\_\_

(2)

**Section ( 5 ) Cost:**

Cost of Improvement \$ \_\_\_\_\_  
 a) Electrical \$ \_\_\_\_\_  
 b) Plumbing \$ \_\_\_\_\_  
 c) HVAC \$ \_\_\_\_\_  
 d) Other \$ \_\_\_\_\_  
 Total cost of project \$ \_\_\_\_\_

This building permit is issued with the expressed agreement that said \_\_\_\_\_ shall hold the Village of Ilion harmless and shall indemnify said Village for any and all causes of action arising out of any engineering or architectural services provided by \_\_\_\_\_ or contracting services provided by \_\_\_\_\_, In as much as certified / stamped prints are not submitted with this application.

This permit is for the intended occupancy use only. Any proposed change in occupancy of the above structure, Will require approval from the Codes Division prior to any change .

**\*\*All electrical inspections must be done by a 3<sup>rd</sup> party independent inspector and a copy of these inspections shall submitted to the Codes office upon completion of each inspection.**

Variance required : yes or no                      Type of Variance: use , area , flood , other  
 Variance \_\_\_\_\_ approved \_\_\_\_\_ denied

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_

**Section (6) Demolition work only:**

Insurance Certificate Attached : yes or no

Gas Disconnected on \_\_\_\_\_ by \_\_\_\_\_ Niagara Mohawk

Electricity Disconnected on \_\_\_\_\_ by \_\_\_\_\_ Ilion Light Dept.

Water Disconnected on \_\_\_\_\_ by \_\_\_\_\_ Ilion Water Dept.

Sewer Disconnected on \_\_\_\_\_ by \_\_\_\_\_ Ilion Public Works

(4)

Section (4) cont. Addition, New Structure or Structural repairs

**Footers:** Depth of footer from finished grade \_\_\_\_\_  
 Depth (Min 10") \_\_\_\_\_ Width \_\_\_\_\_  
 Rebar : yes or no \_\_\_\_\_ Number of Rods \_\_\_\_\_ Thickness \_\_\_\_\_  
 Concrete : 3000# \_\_\_\_\_ 3500# \_\_\_\_\_ 4000# \_\_\_\_\_ Other \_\_\_\_\_

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**Foundation Wall :** Block; 6" 8" 10" 12"  
 Durawall yes or no \_\_\_\_\_ every \_\_\_\_\_ courses  
 Poured Wall Width \_\_\_\_\_  
 Rebar : Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_

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**Beam :** Steel \_\_\_\_\_ Wood \_\_\_\_\_ Micro Lam \_\_\_\_\_ Other \_\_\_\_\_  
 Length \_\_\_\_\_ Height \_\_\_\_\_ # of Pilasters \_\_\_\_\_

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**Deck :** Joist Size \_\_\_\_\_ Spacing \_\_\_\_\_ Plywood Size \_\_\_\_\_ Bridging \_\_\_\_\_

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**Walls :** Stud Size \_\_\_\_\_ Header size \_\_\_\_\_ Wall Height \_\_\_\_\_  
 Sheathing Size \_\_\_\_\_ Stud Spacing \_\_\_\_\_

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**Interior Walls:** Stud Size \_\_\_\_\_ Header Size \_\_\_\_\_ Wall Height \_\_\_\_\_ Spacing \_\_\_\_\_

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**Ceiling Joist :** Size \_\_\_\_\_ Spacing \_\_\_\_\_

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**Roof Rafters :** Pitch of Roof \_\_\_\_\_ Rafter Size \_\_\_\_\_ Rafter Length \_\_\_\_\_  
 Sheathing Size \_\_\_\_\_ Collar Ties : yes or no \_\_\_\_\_  
 Type of Finish roof \_\_\_\_\_ H Clips : yes or no \_\_\_\_\_  
 If anchoring to existing structure; Explain fastening point and method \_\_\_\_\_

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**Trusses:** yes or no \_\_\_\_\_ Spacing \_\_\_\_\_ Engineering paper work : yes or no \_\_\_\_\_  
 \*\*\* ALL TRUSSES AND RAFTERS MUST MEET A 40LB. SNOW LOAD

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**Insulation :** Foundation \_\_\_\_\_ R-value \_\_\_\_\_  
 Walls \_\_\_\_\_ R-value \_\_\_\_\_ Type of vapor barrier \_\_\_\_\_  
 Ceiling \_\_\_\_\_ R-value \_\_\_\_\_ Type of vapor barrier \_\_\_\_\_

## Setback Requirements For Pools and Accessory Buildings

Zone R-3                Sides 10 feet                Rear 25 Feet

Zone R-6                Sides 7 Feet                Rear 30 Feet

Zone R-10                Sides 7 Feet                Rear 30 Feet

If setback requirements cannot be meant, A variance **MUST** be obtained through the Codes Office or Zoning Board.

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Permission for a Routine Variance within the Village of Ilion

I \_\_\_\_\_ owner of the property located at \_\_\_\_\_  
\_\_\_\_\_ with lot lines bordering \_\_\_\_\_ which  
is owned by \_\_\_\_\_, I grant permission to \_\_\_\_\_  
for construction of a \_\_\_\_\_, closer to my property line than is  
allowed by the Village of Ilion setback requirements. and in accordance  
with sec. 250-39(D)(2) .This variance shall pertain only to the above-  
mentioned project .

This agreement is between the two above mentioned parties and is a  
variance  
for the Setback requirements only.

The Village of Ilion does not survey or interpret property line locations or  
land deeds

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Both parties should keep a copy of this variance with other real estate documents for future reference .

STREET

