

The purpose of this Ordinance shall be to provide uniform practices, eliminate conflicting regulations and to formulate standards in terms of performance and construction.

SECTION 1 Town of Ashland Building Permit Application

OFFICE USE ONLY: DATE \_\_\_\_\_ APPL.# \_\_\_\_\_  
FEE \_\_\_\_\_ DATE PAID \_\_\_\_\_  
APPROVED \_\_\_\_\_  
PERMIT ISSUED \_\_\_\_\_  
PERMIT# \_\_\_\_\_

Application is hereby made to the Building Department, Town of Ashland, for the issuance of a building permit pursuant to the New York Uniform Fire Prevention and Building Code, effective January 1, 1984, for the alteration, addition, new construction or the removal or demolition as herein described.

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Location of Construction: \_\_\_\_\_

Tax Map Number \_\_\_\_\_

THIS INFORMATION CAN BE FOUND ON YOUR TAX BILL

APPLICANT ( ) OWNER ( ) BUILDER ( )

GENERAL CONTRACTOR ( if applicable)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Type of Work: \_\_\_\_\_

CONTRACTOR LIST

- 1. EXCAVATOR: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 2. MASON: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 3. CARPENTER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

4. ELECTRICIAN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
5. PLUMBER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
6. SHEETROCKER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
7. PAINTER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
8. SEPTIC SYSTEM: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
9. WELL DRILLER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

STATE THE INTENDED USE OF THE BUILDING: \_\_\_\_\_

Nature of the work: ( ) Alteration ( ) Addition ( ) New Building ( ) Heating/Plumbing, etc.

TOTAL COST OF CONSTRUCTION: \$ \_\_\_\_\_

**NO WORK COVERED UNDER THIS PERMIT APPLICATION CAN BE STARTED BEFORE THE ISSUANCE OF THE BUILDING PERMIT.**

**NO PERMIT WILL BE ISSUED UNTIL ALL NECESSARY PERMIT APPROVALS FROM ANY OTHER AGENCIES HAVE BEEN SUBMITTED TO THE BUILDING DEPARTMENT.**

**BEFORE A BUILDING PERMIT CAN BE ISSUED THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:**

**PLANNING BOARD APPROVAL:**

1. **APPROVED DRIVEWAY PERMIT:** With respect to a building permit for construction on a site which is to include a new connection between a drive or private roadway & an existing Town of Ashland or County of Greene or State of New York public highway, no building permit shall be issued with respect to any such construction unless & until the appropriate Town, County or State Authorities have given written approval or the design, of such connection to the Ashland Code Enforcement Officer.
2. **PLOT PLAN:** Drawn to scale showing the actual dimensions, the location of the proposed construction & setback distances from the property line. ( 40' clearing around the building. This is a Local Ordinance.
3. **SOIL PERCOLATION TEST:** A representative of the New York City Department of Environmental Protection must be present at this test & initial the results. Call DEP @ 607-588-6631 between the hours of 8 AM & 8:30 AM to schedule an appointment. An indication of the location of the sewage disposal site & the water supply site must be indicated on the plot plan prior to the issuance of the building permit. ( Sewage 40' from the property line, water 40' from the property line, and 100' apart from each other.)

**CODE ENFORCEMENT OFFICER:**

1. **TWO (2) SETS OF STAMPED PLANS:**  
(State Education Law, section 7307 & 7209)  
This law requires that the seal & signature of a licensed architect or professional engineer be affixed to all plans unless advised otherwise by the Building Inspector.
2. **CERTIFICATES OF LIABILITY INSURANCE:** A certificate of insurance for all contractors doing work on the site must be submitted with this application. The certificate holder shall be the Town of Ashland.
3. **UNDERWRITERS CERTIFICATE:** If applicable, a certificate of approval from the New York State Board of Fire Underwriters for the electrical work performed will be submitted with this application prior to the issuance of the building permit.

### **SECTION 3      INSPECTION SCHEDULE**

Inspections will be conducted at such times and intervals as may be necessary and appropriate to determine whether the work is being performed in compliance with the uniform code and applicable regulations. It shall be the duty and responsibility of the owner or authorized agent to inform the enforcement official that the work is ready to be inspected for each phase of constructions as outlined below:

1.      When excavation is completed and footing forms are in place before pouring concrete.
2.      After footings are poured, foundation walls are poured or laid, and drain tile is in place ( before backfill)
3.      When structure is enclosed including the installation of the windows and doors ( outside only).
4.      Before interior wall finish is installed.
5.      Final inspection when the building is completed.

### **SECTION 4      CERTIFICATE OF OCCUPANCY**

A building or structure for which a permit has been issued shall not be used or occupied in whole or in part until a certificate of occupancy shall have been issued by the Code Enforcement Official. Such certificate of occupancy shall be issued when after final inspection it is determined that the construction and other work has been completed in compliance with the uniform code and other applicable laws, rules and regulation.

A temporary certificate of occupancy may be issued pending final completion of the work provided the use or occupancy of the building shall not present a danger to any person or property, and that the completed work is in compliance with the uniform code and other applicable laws, rules, and regulations. Issuance of a temporary certificate of occupancy is subject to the approval of the Town Board.

### **SECTION 5      PENALTIES FOR VIOLATIONS**

- (A)      It shall be unlawful for any person, firm, or corporation to construct, alter, repair, move, remove, demolish, equip, use, occupy or maintain any buildings or structures or portion thereof in violation of any provision of this ordinance or to fail in any manner to comply with a notice directive or order of the Building Code Enforcement Officer or to construct, alter or use and occupy any buildings or structure or part thereof in a manner not permitted by an approved Building Permit or Certificate of Occupancy.
- (B)      Any person who shall fail to comply with a written order of the Building Code Enforcement Officer within the time fixed for compliance therewith,

and any owner, builder, architect, tenant, contractor, subcontractor, construction superintendent or their agents or any other persons taking part of assisting in the construction or use of any building who shall knowingly violate any of the applicable provisions of this Ordinance, or any lawful order, notice, directive, permit or certificate of the Building Code Enforcement Officer made there under shall be punishable by a fine of \$150.00 each day that a violation continues shall be deemed a separate offense.

- (C) Except as provided otherwise by law, such a violation shall not be a crime and the penalty or punishment imposed therefore shall not be deemed for any purpose a penal or criminal penalty or punishment, and shall not impose any disability upon or affect or impair the credibility as a witness, or otherwise, of any person convicted thereof.

**DATE WORKING DRAWINGS WERE RECEIVED** \_\_\_\_\_

**DATE PLOT PLANS WERE RECEIVED** \_\_\_\_\_

**COMMENTS:**

**INSPECTIONS:**

**DATE CERTIFICATE OF OCCUPANCY WAS ISSUED** \_\_\_\_\_

**CERTIFICATION**

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

Owner/Authorized Agent: \_\_\_\_\_

Dated: \_\_\_\_\_

**LETTER OF VERIFICATION**

The purpose of this form is to verify all local code requirements necessary for each specific location and individual house to ensure code compliance. This required information would aid the code enforcement in the building permit approval process, which is required by the Building Code of New York State. By providing the correct information such as stair geometry, we will eliminate delays in processing the permit/approval sets.

It is the Builder's responsibility to inform the Owner of all local code requirements.

Builder's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Current Building Code: Building Code of New York State

Ground Snow Load 55 lbs.	Wind Speed (mph) 70-90	Seismic Design Category B	Weathering Severe	Frost Line 4'	Termites N/A	Decay Minimum
Winter Design Temp .07 @ 68	Ice Shield required Depends on Pitch & Material	Flood Hazards Loc. Zone	Air Freezing Index -20 & below + 32	Mean Annual temp Severe	Stair geometry Rise 8 ¼ Max Tread 9 m. Open Tread 10 ¼ Min. Closed	

\_\_\_\_\_  
Engineer/Architect Signature + Stamp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thomas R. Cross, Code Enforcement Officer

\_\_\_\_\_  
Date

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Town of Ashland  
PO Box 129  
Ashland, NY 12407  
Phone - 518-734-3636

**ARCHITECT'S/ENGINEER'S LETTER**

**THIS MUST BE COMPLETED AND SUBMITTED WITH APPLICATION &  
PLANS**

I, \_\_\_\_\_ A NEW YORK STATE LICENSED

\_\_\_\_\_ ARCHITECT  
\_\_\_\_\_ PROFESSIONAL ENGINEER  
\_\_\_\_\_ PRIMARY OR GENERAL CONTRACTOR

HAVE BEEN RETAINED BY THE OWNER OR DEVELOPER TO MAKE PERIODIC  
INSPECTIONS, OBSERVATIONS, AND REPORTS OF THE  
BUILDING (TYPE) \_\_\_\_\_  
LOCATED AT \_\_\_\_\_  
TAX ID# \_\_\_\_\_

AT REGULAR INTERVALS IN ORDER TO FILE A CERTIFICATE OF  
COMPLETION WITH THE DIVISION OF BUILDING & CODES OFFICE STATING  
THAT, BASED ON THOSE PERIODIC INSPECTIONS (OBSERVATIONS) THE  
BUILDING OR STRUCTURE HAS BEEN COMPLETED IN ACCORD WITH THE  
APPROVED DRAWINGS, SPECIFICATIONS AND ADDENDA THERETO,  
INSOFAR AS STRUCTURAL, FIRE, HEALTH AND LIFE SAFETY ARE  
CONCERNED, OR SHALL STATE ANY DEFECTS OF WHICH I AM AWARE.

\_\_\_\_\_  
Signature of Architect, Engineer, or  
Primary Contractor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

Sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_ County \_\_\_\_\_



<b>TYPE OF CONSTRUCTION</b>	<b>FEE</b>	<b>ADDITIONAL FEE</b>	
<b><u>BUILDING PERMITS</u></b>			
DEMOLITION PERMIT	\$50.00	NONE	*
COMMERCIAL	\$300.00	.5% OVER \$100,000	*
RES MILTI UNIT PER UNIT	\$200.00	.5% OVER \$100,000	*
SINGLE FAMILY RESIDENTIAL	\$150.00	.5% OVER \$100,000	*
SFR WITH GARAGE	\$150.00	.5% OVER \$100,000	*
MANUFACTURED (DBL OR SW)	\$100.00		
<b>GARAGE OR BLD OVER 144 SQFT</b>	<b>\$100.00</b>	<b>\$50,000-100,000 Add \$100</b>	<b>*</b>
<b>ADDITIONS</b>	<b>\$100.00</b>	<b>.5% OVER \$100,000 .</b>	<b>*</b>
<b>RENOVATION</b>	<b>\$100.00</b>		<b>*</b>
DECK OR PORCH >144 SQ FT	\$50.00	1%OVER \$15,000.00 C/C \$50.00	*
DECK OR PORCH < 144 SQ FT	\$25.00		*
TOTAL ROOF REPLACEMENT	\$25.00	NO SITE PLAN OR C/C	*
WOODSTOVE OR FP INSERT	\$25.00	NO SITE PLAN OR C/C	*
<b><u>FINAL INSPECTION CERTIFICATION</u></b>			
CERTIFICATE OF OCCUPANCY	\$100.00	FEE GOOD FOR 1YEAR**	*
CERTIFICATE OF COMPLIANCE	\$100.00	FEE GOOD FOR 1YEAR**	*
C/O, C/C REPLACEMENT	200.00*	MAY REQUIRE ENG APROVAL	*
C/O, CC SEARCH	\$50.00		

**FEES WILL BE DOUBLED ON PROJECTS STARTED WITHOUT BP  
STAMPED PLANS REQUIRED ON ALL CONSTRUCTION OVER \$20,000 AND OR  
CHANGES TO STRUCTURAL, ELECTRICAL, PLUMBING SYSTEMS**

**\*ANY SPECIAL INSPECTIONS OR REVIEWS REQUIRED BY THE CEO WILL BE AT THE OWNERS EXPENSE**

**\*\* FEES ARE GOOD FOR ONE YEAR FROM ISSUE DATE. IN ADDITION IF THE YEAR IS EXCEEDED  
TWO SIX MONTH EXTENTIONS CAN BE GIVEN WITH \$100 FEE EACH.**

**AFTER TWO YEARS A NEW PERMIT MUST BE OBTAINED WITH FULL FEES APPLIED.**

**UNLESS WAIVER GIVEN BY FULL BOARD**

**CHANGES TO STRUCTURAL, ELECTRICAL, PLUMBING SYSTEMS**

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