

# TOWN OF WINFIELD

## Building Permit Application

The Town of Winfield requires two (2) permits for building construction. A Zoning permit must be administered first and then a building permit is issued. A STOP WORK ORDER WILL BE ISSUED IF BUILDING IS STARTED WITHOUT A PROPERLY ISSUED AND DISPLAYED BUILDING AND ZONING PERMIT.

In order to insure the processing of your Building Permit Application as quickly as possible, please read this completely. Any omissions in your application will only delay the issuance of a permit.

An application for a Building Permit, that has been completed properly and submitted with the required documents, should be processed and granted within 7-10 working days. Applications will be reviewed in the order they are received.

It is your complete responsibility to request any and all inspections. This office is here to help you in any way it can. If you and/or your builder conscientiously and in good faith adhere to the Building Code and Local Zoning Ordinance, there should be no problem with your project. Violations of the Building code and Local Zoning Ordinance will only entail delays and usually additional financial costs, as well as appearance in Town Court.

On your permit, the inspections required are checked. Call before pouring concrete, or covering gypsum board, etc. All electrical inspections are by an outside agency. No Certificate of Occupancy (CO) will be issued without an Electrical Completion Certificate, supplied by a New York State approved agency. Occupancy of your building without a Certificate of Occupancy is illegal under the code. If occupancy occurs for any reason before the Certificate of Occupancy, a summons will be issued for appearance in Town Court.

Do not hesitate to contact me to discuss your project. My home phone for your convenience is 822-5351 (with an answering machine).

## PLEASE TAKE NOTE

Upon receiving the building permit you are requested to notify the codes officer of a number of inspections that must be done. It is the responsibility of the permit holder (or his contractor whomever your designate) to contact the codes officer when the inspections may be done.

Keep in mind that inspections are on Monday through Thursday. Friday is used for paper work and or State learning programs. At least a 24 hour notice must be given. A "Stop Work Order" may be issued at any time if the inspection schedule is not followed or if the project is not in code compliance.

The inspections are:

Footing before pouring concrete	Foundation before backfill
Framing before enclosing	Electrical before enclosing
Plumbing before enclosing	Heating, air conditioning Before enclosing
Insulation before enclosing	Final inspection

When any additional inspections are required this will be on the permit issued (i.e. septic system or swimming pool).

Phone number for codes and zoning officer Mike Connors 315-404-9055

**TOWN OF WINFIELD PLANNING BOARD  
FORM 1 - Zoning  
APPLICATION FOR BUILDING/USE PERMIT  
AND  
CERTIFICATE OF COMPLIANCE  
TOWN OF WINFIELD, NEW YORK**

Application No. \_\_\_\_\_ Fee Paid \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Proposed Construction of Use:

Location \_\_\_\_\_

Description \_\_\_\_\_

Existing Zoning District \_\_\_\_\_ Water Supply (Type & Location) \_\_\_\_\_

Type of Use \_\_\_\_\_ Sewage Disposal (Type & Location) \_\_\_\_\_

Lot Size \_\_\_\_\_ Surface Drainage (Type & Location) \_\_\_\_\_

Building Size \_\_\_\_\_ General Structural & Exterior

Principal \_\_\_\_\_ Consideration \_\_\_\_\_

Accessory \_\_\_\_\_ Health & Safety Features \_\_\_\_\_

Front, Side & Rear Yards \_\_\_\_\_

Draw plans below in ink. Show all lines, dimensions and adjacent roadways. Show adjoining owners and distance to their buildings. Show elevations and additional plans as required.

## Town of Winfield Fee Schedule

8. New Construction and Additions

     A. Residential One and Two family dwellings  
       \$0.15 per square foot MINIMUM FEE \$100.00

     sq. feet of dwelling  
     x .15/sq. ft. for first 1,000 sq. ft.  
     x .05/sq. ft. for each additional sq. ft.  
     **Fee Due**

B. Addition  
       \$0.15 per square foot MINIMUM FEE \$50.00

     sq. feet of addition  
     x .15/sq. ft. for first 1,000 sq. ft.  
     x .05/sq. ft. for each additional sq. ft.  
     **Fee Due**

9. Fee Schedule - Other Dwelling or Accessory Building

     A. Mobile Home **\$50 Fee Due**

     B. Garage, Swimming Pool or miscellaneous structures  
       \$0.06 per square foot MINIMUM FEE \$25.00

     sq. ft.  
     x .06 per sq. ft.  
     **Fee Due**

10. Fee Schedule Alterations (use only if no building addition planned) **\$50 Fee Due**

- A. Kitchen
- B. Bathroom
- C. Heating System
- D. Certificate of Occupancy (existing building)
- E. Other (explain) \_\_\_\_\_

Fee Schedule Miscellaneous **\$25 Fee Due**

- A. Wood Stove         E. Roof
- B. Heating System
- C. Fireplace
- D. Sewer/Septic System

If the area of the new residential building is greater than 1500 square feet **OR** if the cost of the alteration or addition exceeds \$10,000 **OR** if the addition or alteration will have an effect on either structural or public safety: plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Regional Architect as provided for in section 7307 and 7209 of the New York State Education Law.

Name \_\_\_\_\_ RA         PE  
 License No. \_\_\_\_\_ Phone No. (    ) \_\_\_\_\_ - \_\_\_\_\_

11. Work covered by this application has been started or completed.  
     yes         no    If yes, attach written explanation

12. **APPLICANT CERTIFICATION:** I hereby certify that I have read the instructions and examined this application and know the same to be true of 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 land use or the performance of construction

**Signature of Applicant/Authorized Agent**    **X** \_\_\_\_\_

Code Department Use Only

Application Accepted by \_\_\_\_\_ Fee Received \_\_\_\_\_  
 Approved for Issuance by \_\_\_\_\_  
 Copy to Supervisor \_\_\_\_\_ Plans Checked by \_\_\_\_\_  
 Permit Issued \_\_\_\_\_ Denied \_\_\_\_\_ Plans Approved By \_\_\_\_\_  
 Certificate of Occupancy Applied for \_\_\_\_\_ C.O. Issued \_\_\_\_\_