

**TOWN OF RUSSIA**  
**CODES ENFORCEMENT OFFICER**  
**HERBERT BELFIORE**  
**PHONE 826-3845 HOME, 794-4686 CELL or TOWN OFFICE 826-3432 X 104**

## ***BUILDING PERMIT APPLICATION INSTRUCTIONS***

### **INSTRUCTIONS FOR BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY**

1. On-site work may not start prior to issuance of a Building Permit. No building may be occupied or used, in whole or in part, for any purpose at all, until a Certificate of Occupancy has been issued. Violators are subject to severe penalties under the law.
2. At certain stages of construction, a Uniform Code Enforcement Officer will inspect the work for compliance with the New York State Uniform Fire Prevention and Building Code. He will notify the applicant of any discrepancies and violations. In such cases, continuation of work will depend upon timely corrective action.
3. Upon approval of the application, a Building Permit and Building Permit Notice will be issued to the applicant. The Notice is to be posted in a conspicuous location on the work site, and failure to do so may result in an order to stop work.
4. Applications for Building Permits in the Town of Russia are submitted to a Uniform Code Enforcement Officer, after obtaining formal zoning approval from the proper Town of Village authority.
5. Except in the cases of owner-occupied one and two-family dwellings, plans and specifications for the construction or alteration of buildings and structures must be submitted with the Application for Building Permit.
  - Plans and specifications submitted must comply with Sections 7209 and 7307 of the Education Law, which, with certain exceptions, require that they be stamped with the seal of the responsible licensed architect, professional engineer, or land surveyor, and bear his signature.
  - Applications must be completely and legibly filled out by typing or in ink and submitted in triplicate. Enter "NA" where requested information does **not apply**.
  - Application forms may be obtained from the Code Enforcement Officer, or from the Town Clerk, Town Municipal Building, 8916 N. Main Street, Poland, New York.