



# Village of Stamford

84 Main Street, Stamford, NY 12167  
Office: 607-652-6671 Fax: 607-652-3567  
[www.stamfordny.com](http://www.stamfordny.com)

## SCHEDULE OF PERMIT FEES

<b><u>APPLICATION FEE:</u></b>		\$65.00 _____
Zoning permit, Special use Permit, Zoning Board of Appeals, etc.		
<b><u>SITE PLAN REVIEW:</u></b>		\$150.00 _____
<b><u>NEW CONSTRUCTION/ ALTERATION/ RENOVATION/ REPAIR/ HVAC/ GENERATORS/ WIND TURBINES OR SOLAR PANELS</u></b> (On Site Consumption)		\$150.00 _____
First \$1,000.00		\$8.00 _____
Additional per \$1,000.00		
<b><u>HUD APPROVED HOME:</u></b> (Single wide)		\$150.00 _____
(Double wide)		\$200.00 _____
<b><u>SOLID FUEL DEVICES:</u></b> Wood/Pellet Stoves, Oil Burners, Chimney		\$100.00 _____
<b><u>SWIMMING POOLS:</u></b> Above Ground		\$75.00 _____
In Ground		\$150.00 _____
<b><u>DEMOLITION PERMIT:</u></b>		\$100.00 _____
<b><u>FENCE PERMIT:</u></b>		\$45.00 _____
<b><u>FIRE HYDRANT USE PERMIT:</u></b>		\$25.00 _____
<b><u>OPERATING PERMIT:</u></b> Per Building # _____	Permit- \$150.00	\$ _____
	Inspection- \$150.00	\$ _____
<b><u>SEPTIC PERMIT:</u></b> New/Replacement- Requires Engineered Plans		\$100.00 _____
<b><u>SIGNS PERMIT:</u></b>		\$75.00 _____
<b><u>CHANGE OF USE/OCCUPANCY:</u></b>		\$100.00 _____
<b><u>MUNICIPAL SEARCH:</u></b>		\$100.00 _____
<b><u>PERMIT RENEWAL:</u></b>	½ Original Cost	\$ _____
<b><u>OTHER:</u></b> (min \$150.00) describe _____		\$ _____
<b><u>CONSTRUCTION STARTED WITHOUT REQUIRED PERMIT:</u></b> 2x Permit Fee		\$ _____

# VILLAGE OF STAMFORD BUILDING DEPARTMENT

## BUILDING PERMIT INSTRUCTIONS

- 1- A Building Permit is REQUIRED BEFORE commencing construction, enlargement, alteration, improvement, renovation, repair, removal, or demolition of any building or structure or any portion thereof, or installation of heating equipment or solid fuel burning device.
- 2- A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code.
- 3- Building permits are valid for one year from date of issuance.
- 4- Permits must be kept current until closed out with a certificate of Occupancy, or Certificate of Compliance.
- 5- The Village of Stamford Building Department must be notified of any changes to information during the period for which the permit is in effect.
- 6- **Driveway Placement:** A sign-off letter will be needed from the DPW Supervisor: 607-652-4710.
- 7- **Demolition Permits** may or may not require plans stamped by a NYS Professional Engineer or NYS Registered Architect, as specified by the Code Enforcement Official. All plans will reflect compliance with current NYS Uniform Fire Prevention and Building Codes.
- 8- **Asbestos Survey Requirements:** All demolition practices shall be in strict accordance with 12 NYCRR (Part 56), as regulated by the NYS Department of Labor (NYS DOL) to reduce the risks to the public associated with exposure to asbestos and to conform to federal requirements.
- 9- **Sign and Fence Permits:** A plot plan diagram or sketch plan must be completed and attached with the permit application. It must show the actual dimensions and angles of the lot the Sign or Fence is to be placed on, the exact size and location of the Sign or Fence and all set back distances of the proposed Sign or Fence to lot lines and buildings.
- 10- **Inspection Notification to the Code Enforcement:** it is the sole responsibility of the owner, contractor or agent to give the Code Enforcement Official at least 48 hrs. notice for inspections, no exceptions. All required inspections are listed on the Building Permit. If arrangements are not made it would constitute a violation, and a stop work order may be issued. A CO or CC will not be issued without inspections and you will be required to dismantle work performed and pay a fine.
- 11- **Fees for Certificates of Occupancy or Completion:** No fee shall be charged for the issuance of a certificate when such certificate is issued for a structure or project for which a building or demolition permit has been previously issued and the work performed is in accordance with such permit provided any penalties have been paid in full. In all other circumstances a fee of 20% of the full market value of the improvements or a minimum of \$500.00 shall be collected prior to the issuance of a certificate of occupancy or compliance providing all work completed that is the subject of the certificate is in accordance with the Uniform Code.
- 11- **Construction Inspections.**  
Permitted work shall be required to remain accessible and exposed until inspected and accepted by the government or agency enforcing the Uniform Code. Permit holders shall be required to notify the government or agency when construction work is ready for inspection.



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**LOCATION INFORMATION:** (where work is to be done):

TAX MAP/PARCEL NUMBER \_\_\_\_\_  
STREET ADDRESS (911 address required) \_\_\_\_\_

**OWNER CONTACT INFORMATION:**

NAME(s) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**CONTRACTOR/APPLICANT:** (if not the owner Affidavit required, list all sub-contractors)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**NATURE OF PROPOSED WORK:** (check one or more as applicable)

- Construction of a new building
- HUD Home
- Accessory Structure
- Addition to an existing building
- Alteration/Renovation/Repair
- Demolition (NYCRR 12 Part 56)
- Swimming Pool/Hot Tub
- Deck/Porch
- Wood Stove/ Fuel Burning Device
- Septic new/repair
- Change of Occupancy
- STR
- Fence
- Sign
- Zoning Permit
- Special Use Permit
- Operating Permit (describe use) \_\_\_\_\_

**OCCUPANCY (USE) OF BUILDING:** (consult CEO if needed)

- |  |                                 |  |
|--|---------------------------------|--|
| _____ Residential- One and two family residential (IRBC) | _____ I - Institutional         | _____ R-4 - Residential Care/<br>Living Facilities |
| _____ A - Assembly                                       | _____ M - Mercantile            | _____ S - Storage                                  |
| _____ B - Business                                       | _____ R-1 - Primarily Transient | _____ U - Utility and miscellaneous                |
| _____ E - Educational                                    | _____ R-2 - Apartments etc.     |  |
| _____ F - Factory/Industrial                             | _____ R-3 - Primarily Permanent |  |
| _____ H - High Hazard                                    |                                 |  |

**ESTIMATED COST OF CONSTRUCTION:** (including material and labor, submit written estimates)

\$ \_\_\_\_\_

**DESCRIPTION OF PROJECT:** Give general description of work to be done and use of the building.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT OR ENGINEER DRAWINGS:** Two sets of stamped and signed Architect or Engineers plans or drawings required as per New York State Education Law Section 7209 and 7307 or at the AHJ's discretion.

NOTE: All non-residential or non-prescriptive projects require stamped plans.

**DRAWINGS / PROJECT DIMENSIONS: (if stamped plans not required)** Provide drawings, including elevations, sufficient to describe energy code compliance, materials, dimensions, spans, footings, mechanicals, including number of stories and square feet, and any important details of work to be done. List drawings by number and date and list any other information provided with this permit application (equipment/material).

**SITE LOCATION/ PLOT PLAN:** (attached) Provide sketch locating all proposed and existing buildings on the property, indicating sizes and setbacks from property lines. Indicate adjacent street(s) by name. Show location of proposed and/or existing wells and sanitation systems on property. A tax map or survey map to scale is preferred.

**TRUSS, PRE-ENGINEERED Wood or TIMBER CONSTRUCTION NOTIFICATION:**

TYPE OF CONSTRUCTION	LOCATION- (Indicate all applicable)		
	Floor-including girder/beams	Roof	Both
Truss type (TT)			
Pre-engineered wood construction (PW)			
Timber construction (TC)			

Applicant must provide signage meeting requirements of NYCRR, Title 19, Part 1265.

**INSURANCE REQUIREMENTS:**

- 1- All Property Owners MUST submit a CE-200 if they perform their own work.
- 2- Proof of the contractor's General Liability Insurance, New York State Workers' Compensation Insurance-  naming the Village of Stamford as certificate holder  and Paid Family Leave coverage MUST be provided.
- 3-  ALL  Contractors must carry a Workers' Compensation Policy unless exempted by the NYS Workers Compensation Board.
- 4- Please note that ACCORD forms are not acceptable for proof of Workers Compensation insurance.
- 5- **Workers Compensation:** (check one and attach form)  
 C-105.2/U-26.3 (certificate of insurance),  SI-12/GSI-105.2(self-insured),  CE-200(exempt)
- 6- **Disability Insurance:** (check one and attach form)  
 DB-120.1(certificate of insurance),  DB-155(self-insured),  CE-200(exempt)

**APPLICANT CERTIFICATION:** I hereby certify that I have read the instructions and examined this application for the issuance of a building permit pursuant to the New York State Fire and Building Code for the proposed work as herein described and know it to be true and correct. Applicant acknowledges that he/she is the owner of the property upon which the work is to be done or the duly authorized agent for the owner. Applicant further agrees to comply with all applicable laws, ordinances, and regulations whether specified herein or not and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

**Inspections Required/Consent to Enter Property:** I understand that I am responsible for obtaining all required inspections and I understand that I am giving consent to the Code Enforcement Officer to enter the property for the purpose of required inspections and ascertaining the information on this application.

**IMPORTANT:** 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. Do **not** begin construction until permit application is approved and permit is issued. Do **not** use or occupy the building that is subject of permit in whole or in part for any purpose until appropriate certificate has been issued by this office

**SIGNATURE** of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to: **Village of Stamford**



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APPLICATION # \_\_\_\_\_

## AFFIDAVIT BY PROPERTY OWNER

(Authorizing someone other than the property owner  
to submit an application on behalf of the property owner.)

Project Location  
(street address): \_\_\_\_\_

SBL# \_\_\_\_\_

OWNER STATEMENT: I \_\_\_\_\_  
(owner)

state that, according to the Delaware County Real Property Tax Records, I am the Owner of Record  
of the property described above, and further states that I authorize:

\_\_\_\_\_

to act on my behalf to obtain all necessary permits and approvals for the work as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Notary Stamp:

V