

**TOWN OF THERESA**  
**OFFICE OF CODE ENFORCEMENT**  
215 Riverside Ave.  
Theresa, New York 13691

**BUILDING PERMIT PROCESS**

---

**A Building Permit is required in the Town Of Theresa for:**

- Most types of residential and commercial construction including alterations, conversions, and renovations to existing structures.
- Installation of all mobile homes, modular homes and home packages, all wood stoves, fireplace inserts, heating units, pools, all electrical work, installation of septic and leach field systems. Decks, garages, storage sheds, barns and most demolition projects.
- All work done that must conform to the New York State Uniform Code (19 NYCRR Part 444) requires a building permit.

All new construction, some alterations and renovations must comply with the New York State Energy Conservation Construction Code. Business and Commercial construction must comply with the American with Disabilities Act.

**Some projects will require an Architect's or Engineer's Stamp on plans submitted, including all homes 1500 square feet or larger.**

All new construction will require a set of plans and specifications. All Septic Systems must meet current code requirements. Also, most other projects will require plans and specifications that meet code requirements.

Floor plans will be required with application for all mobile homes and modular homes.

New York State Law and the Town of Theresa Local Law require proof of Insurance and Workman's Compensation by either the Homeowner or Contractor on all issued permits.

Permit fees are required upon submittal of all applications. See enclosed **FEE SCHEDULE**. In figuring permit fee required, do not include the cost of the property.

**SOIL PERCOLATION TESTS** are the requirements of the homeowner and must be submitted with application. Tests done without the Enforcement Officer's visual observation shall not hold the Town of Theresa liable for any mistakes, incorrect test results or future problems with septic system and leach fields.

## Building Permit Application

Parcel # \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

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

---

Phone #: \_\_\_\_\_

1. Location of Project: \_\_\_\_\_

2. Circle One: New Building; Addition; Alteration; Mobile Home; Modular Home;  
Swimming Pool; Septic System; Heating Unit; Deck;  
Other \_\_\_\_\_

3. Name Of Contractor: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

4. Name of Compensation Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

5. Electrical Inspection Agency: \_\_\_\_\_

6. New Structure Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

7. Specify nature and intent of use: \_\_\_\_\_

8. Does well, septic system and leach field have proper setback distance?

( ) yes ( ) no

9. Has perk test been done and documented? ( ) yes ( ) no ( ) NA

10. Construction Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Paid By Check #: \_\_\_\_\_ cash \_\_\_\_\_

\*\*\*\*\*

**(for office use only)**

**Permit: accepted ( ) denied ( ) due to** \_\_\_\_\_

**Permit #** \_\_\_\_\_ **Expires** \_\_\_\_\_ **Zoning Permit #** \_\_\_\_\_

---

**Thomas Johnston, Code Officer**

Pitch: \_\_\_\_ on 12

Cover: Metal: \_\_\_\_ x \_\_\_\_ Panels; Grounded: (Y) (N)

Shingles: \_\_\_\_ Type: \_\_\_\_ Flame Class: \_\_\_\_

Felt Paper: # \_\_\_\_ Sheathing: \_\_\_\_

Attic Insul.: R- \_\_\_\_ Type: \_\_\_\_

Vapor Barrier: (Y) (N) Mils: \_\_\_\_

Ceiling Finish: \_\_\_\_

Rafters: (Y) (N)

Top Chord: \_\_\_\_ x \_\_\_\_; \_\_\_\_ o.c.

Span: \_\_\_\_

Bttm. Chord: \_\_\_\_ x \_\_\_\_; \_\_\_\_ o.c.

Preengineered Trusses: (Y) (N)

Span: \_\_\_\_

Certified by: \_\_\_\_

Soffit Vents: \_\_\_\_ x \_\_\_\_

End Vents: \_\_\_\_ x \_\_\_\_

### **WALL SYSTEM**

Top Plate: 2 @ \_\_\_\_ x \_\_\_\_

Studs: \_\_\_\_ x \_\_\_\_; \_\_\_\_ o.c.

Ext. Cover: \_\_\_\_

Ext. Sheathing: \_\_\_\_

V.B.: \_\_\_\_ Mils Type: \_\_\_\_

Insul. R- \_\_\_\_ Type: \_\_\_\_

Int. Wall: \_\_\_\_

Wall Shoe: \_\_\_\_ x \_\_\_\_

### **FLOOR SYSTEM. WOOD**

Finish: \_\_\_\_

Sub Floor: \_\_\_\_

Joists: \_\_\_\_ x \_\_\_\_; \_\_\_\_ o.c.

Center Beam: \_\_\_\_ x \_\_\_\_

with: \_\_\_\_; \_\_\_\_ o.c.

Sill Plate: \_\_\_\_ x \_\_\_\_

w/insul.: (Y) (N) Anchor

Bolts: \_\_\_\_ x \_\_\_\_

Type: \_\_\_\_; \_\_\_\_ o.c.

### **FOUNDATION SYSTEM**

Poured: (Y) (N); PSI \_\_\_\_

Size: \_\_\_\_ x \_\_\_\_

Rebar: \_\_\_\_

Block: \_\_\_\_ x \_\_\_\_

Courses: \_\_\_\_; Lath: (Y) (N)

Insulation:

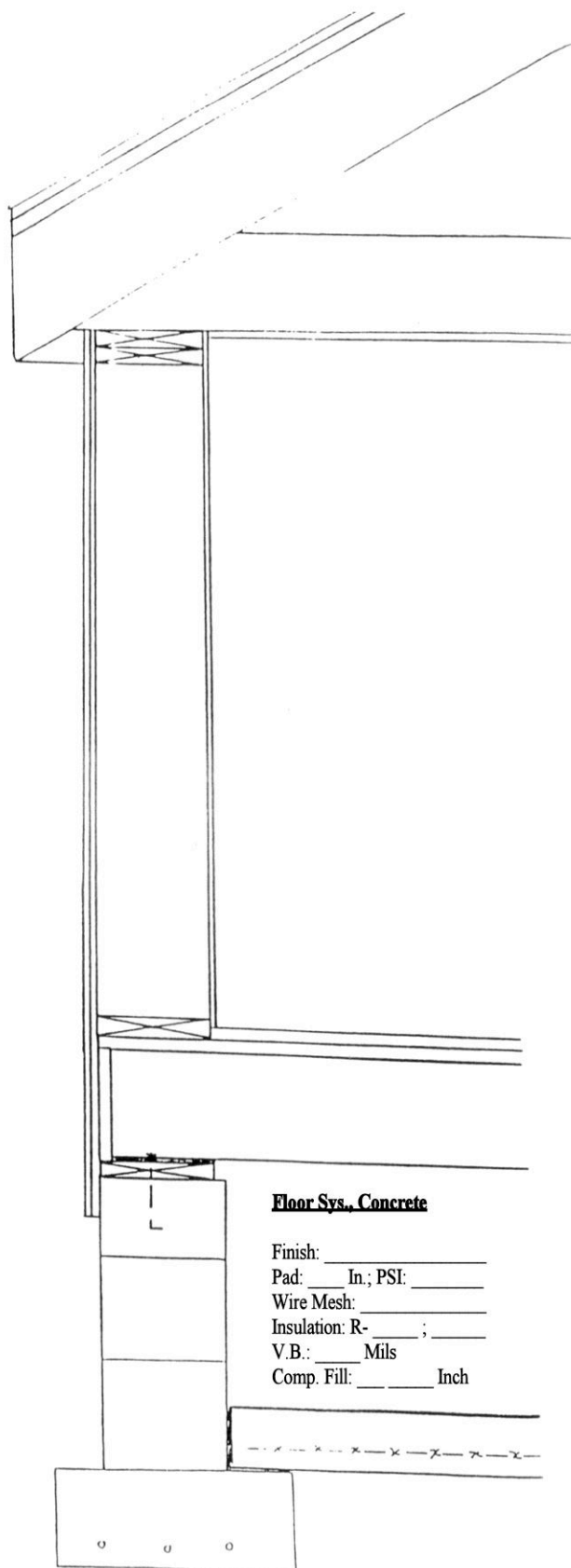
Ext. R- \_\_\_\_; Type: \_\_\_\_

Int. R- \_\_\_\_; Type: \_\_\_\_

Waterproofing: (Y) (N)

Footer: \_\_\_\_ x \_\_\_\_

Rebar Size: \_\_\_\_; \_\_\_\_ o.c.



## BUILDING CONSTRUCTION QUESTIONNAIRE

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

Application #: \_\_\_\_\_ Town / Village of: \_\_\_\_\_

Please answer the following questions by explanation or detailed drawing.

- \_\_\_\_\_ 1. Have you included a copy of the Town / Village Zoning Permit?  
\_\_\_\_\_
- \_\_\_\_\_ 2. Has your perk test been done and have you completed a Detailed Septic Plan? Have you included the perk test document with your application?  
\_\_\_\_\_
- \_\_\_\_\_ 3. Have you included plot plan showing property lines, well location, septic location? (must give dimensions).  
\_\_\_\_\_
- \_\_\_\_\_ 4. Foundation information required:
  - a) Detailed drawing of the footing including depth below grade, size, materials, reinforcement.  
\_\_\_\_\_
  - b) Detailed information relating to the type of foundation wall system, size, damp proofing, reinforcement, and exterior drain tile system to be installed.  
\_\_\_\_\_
  - c) Will the foundation walls be insulated and if so, include information.  
\_\_\_\_\_
  - d) Explain the use of the cellar / basement. (example: to be used for storage, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
  - e) Explain how the foundation system is to be ventilated.  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 5. Floor frame information required:
  - a) What size floor joist are used? Joist spacing?  
\_\_\_\_\_
  - b) What sill board is to be used?  
\_\_\_\_\_
  - c) What is the JOIST SPAN?  
\_\_\_\_\_
  - d) Detail girder construction-type of support posts and spacing of posts (use diagram and dimension).  
\_\_\_\_\_
  - e) Is bridging to be installed?  
\_\_\_\_\_
  - f) What type & size floor deck is to be installed?  
\_\_\_\_\_
  - g) Will the floor frame be insulated?  
\_\_\_\_\_

\* NOTE: If 2-story detail 2<sup>nd</sup> floor.

- \_\_\_\_ 6. Wall Frame information required:
- a) Explain stud size and spacing: \_\_\_\_\_
  - b) What type and size wall sheathing is to be used? \_\_\_\_\_
  - c) Detail the insulation package to be used. \_\_\_\_\_
  - d) List the header sizes to be used for the window and door units to be installed. \_\_\_\_\_
  - e) What type of vapor barrier is to be used in the walls? \_\_\_\_\_
  - f) What type of siding is to be used? \_\_\_\_\_
  - g) What type of interior wall finishes are to be used? \_\_\_\_\_
- \_\_\_\_ 7. Roof Frame information required.
- a) Detail frame to be used. Include rated snow load, spacing. \_\_\_\_\_
  - b) Indicate: Sheathing for roof deck: \_\_\_\_\_  
Type of roof covering: \_\_\_\_\_  
Type of attic ventilation: \_\_\_\_\_  
Type of insulation and rating: \_\_\_\_\_
- \_\_\_\_ 8. Detail heating systems to be used, include chimney construction, furnace base support and specific information on woodstove and fireplaces to be installed.
- \_\_\_\_ 9. Plumbing information required:
- Supply line-size materials: \_\_\_\_\_
  - Drain-waste-vent materials, sizes: \_\_\_\_\_
- \_\_\_\_ 10. What type of fire protection equipment is to be installed?  
Location? \_\_\_\_\_
- \_\_\_\_ 11. Detail the stairs: Riser hgt. \_\_\_\_\_ Tread width \_\_\_\_\_  
Headroom \_\_\_\_\_ Handrail location \_\_\_\_\_  
Is there 1 - 1/8" nosing on treads? \_\_\_\_\_  
Are all the stairs more than three risers protected with handrails? \_\_\_\_\_  
Are platforms or landings above 18" from grade protected with guard rails? \_\_\_\_\_
- \_\_\_\_ 12. Window information required:
- Is insulated glass to be used? \_\_\_\_\_
  - Is high-tec or Low E glass to be used? \_\_\_\_\_
  - In bedrooms, is there one window that has clear open width of 18" and a total of at least 4 s.f. of opening? \_\_\_\_\_
  - Is the finish window sill no more than 42" from the floor? \_\_\_\_\_

- \_\_\_\_13. Door information:  
Is there at least one main entrance to the house with a door width of 36"? \_\_\_\_\_  
If there is a door entering from an attached garage, is this door 3/4 hr. fire rated and set in a metal frame with a door closure? \_\_\_\_\_
- \_\_\_\_14. If there is an attached garage, detail the wall construction and materials that make up the wall between the house and garage. Detail garage construction.
- \_\_\_\_15. Remember to include a floor plan showing room sizes, and ceiling heights.

All information requested relating to your project must be provided before a permit can be issued and before "any" work can begin.

If you have any questions please call **778-5831**. Feel free to use any drawings and extra sheets for detailing your information.

### RESIDENCE DESCRIPTION

#### Style

Ranch	Raised Ranch	Split level
Cape Cod	Colonial	Contemporary
Mansion	Old Style	Cottage
Modular	Mobile/Manuf.	Duplex
Row		

#### Siding

Wood	Vinyl	Brick
Other		

#### Basement

Crawl	Slab	Full
Partial		

#### Heat Type

Hot Air	Hot water
---------	-----------

#### Fuel Type

Gas	Oil	Electric
-----	-----	----------

#### How many bathrooms

Full	_____
Half	_____

How many bedrooms \_\_\_\_\_

How many rooms total \_\_\_\_\_

Fireplaces \_\_\_\_\_

# BUILDING PERMIT

**NUMBER:**

**OWNER/CONTRACTOR:**

**FOR:**

**LOCATED AT:**

**CONSTRUCTION AT THIS SITE SHALL BE IN COMPLIANCE WITH NYS UNIFORM FIRE PREVENTION AND BUILDING CODE AN ALL OTHER APPLICABLE CODES IN EFFECT AT THE TIME OF ISSUANCE OF THIS PERMIT.**

ADDITION INSPECTIONS MAY BE REQUIRED OTHER THAN THOSE LISTED BELOW:

FOOTING BEFORE POURING CONCRETE

FOUNDATION BEFORE BACKFILLING

FRAMING BEFORE ENCLOSING

ELECTRICAL BEFORE ENCLOSING

PLUMBING BEFORE ENCLOSING

H.V.A.C BEFORE ENCLOSING

INSULATION INSPECTION

CONCRETE WORK

SAFETY INSPECTIONS

SEWER AND WATER HOOK UP

PROPER SET BACKS CHECKED

FIRE PREVENTION

ENERGY CONSTRUCTION CODE

INSURANCE CERTIFICATION

FINAL INSPECTION

WORKMEN'S COMPENSATION  
CERTIFICATION

**IT IS THE OWNER'S RESPONSIBILITY TO CALL FOR ALL INSPECTIONS AT THE PROPER TIMES WITH ADVANCE NOTICE GIVE TO INSPECTOR FOR SCHEDULING:**

\*\*\* THIS PERMIT IS VALID FOR ONE YEAR AND EXPIRES ON: \_\_\_\_\_

\* ELECTRICAL INPECTIONS ARE THE OWNER'S RESPONSIBILITY TO HAVE DONE AND CERTIFIED!

**PLEASE POST IN A CONSPICUOUS POSITION SO AS CLEARLY VISIBLE FROM STREET OR ROAD!**

\_\_\_\_\_  
**Terry McKeever, Enforcement Officer**  
**Not Valid Without Signature**

\_\_\_\_\_  
**Dated**