

# TOWN OF LINCKLAEN BUILDING PERMIT APPLICATION

<b>FEE:</b> _____	<b>Name:</b> _____
<b>Receipt No:</b> _____	<b>Street Name:</b> _____
<b>Planning Board Examined &amp; Approved:</b> _____	<b>Date Received:</b> _____
<b>Town Board Approved:</b> _____	<b>Permit No.</b> _____
<b>Type of Construction:</b> _____	
<b>Conditions:</b> _____ _____	
<b>Signature of Town Clerk</b> _____	

- A. This application must be entirely filled in by typing or printing in ink and submitted to the Lincklaen Town Clerk.
- B. A **PLOT PLAN** showing location of lot and of building on premises, relationship to adjoining premises or public streets or other areas, giving a *detailed* description of layout of property must be drawn and submitted with application.
- C. The application **MUST** be accompanied by **one complete set of plans** showing proposed **construction AND one complete set of specifications.** Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. (The applicant may request that the requirement of plans and specifications be waived where the work being done involves minor alterations or are otherwise unnecessary)
- D. Plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. Basically, this law requires that the **seal and signature** of a licensed architect or professional engineer be affixed to all plans submitted except for farm buildings, residential buildings of fewer than 1500 gross square feet, or to alterations costing fewer than twenty thousand dollars.
- E. The application must be accompanied by Certificate of Compliance with Local Regulations, approved by the Town Supervisor, or authorized representative, and the appropriate fee as determined pursuant of Town Lincklaen Law. Checks should be made payable to: LINCKLAEN TOWN CLERK.
- F. The work covered by the application may not be started until the issuance of a Town of Lincklaen Building Permit **AND** a Chenango County Building Permit is received. **There will be a financial penalty if work begins before permits are obtained.**
- G. No building shall be occupied or used in whole or in part for any purpose whatsoever until an application is made for a **Certificate of Occupancy** and shall have been granted by the Chenango County Department of Code Enforcement.

# TOWN OF LINCKLAEN CLERK'S OFFICE APPLICATION FOR BUILDING PERMIT

**APPLICATION IS HEREBY MADE TO:** The Town of Lincklaen Clerk for the issuance of a Building Permit pursuant of New York State Uniform Form Prevention and Building Code for the proposed work herein described. **The applicant agrees to comply with applicable laws, ordinances and regulations.** The applicant further agrees that any officer and employee of the Town of Lincklaen shall be permitted upon any building or structure of premises for which a Building Permit OR Stop Order has been issued, without interference, and upon reasonable notice and during working hours.

**PROPERTY OWNER**

Legal Owner of Property: \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Owner's Phone Number: \_\_\_\_\_

911 Address of Property: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT**

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Circle whether applicant is: **OWNER, LESSEE, AGENT, ARCHITECT,  
ENGINEER BUILDER.**

**Who will be constructing the proposed work?** OWNER CONTRACTOR (see page 4)

**If owner is doing some of the work and the contractor is doing some of the work, list who is doing what.**

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_

If owner applicant is a corporation, give names and titles of two officers and signatures of duly authorized officer.

\_\_\_\_\_  
*Signature of Authorized Officer*

\_\_\_\_\_  
*Name & Title of two Corporate Officers*

# TOWN OF LINCKLAEN

Directions to Site: \_\_\_\_\_

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

## (1) PRIMARY OCUCUPANCY

## (2) NATURE OF PROPOSED WORK

One Family Dwelling.....

Construction of New Building.....

Two Family Dwelling.....

Addition to a building.....

Multiple Dwelling.....

Alteration of a building.....

Circle One:      Permanent  
                          Transient  
                          Senior Housing  
                          Adult Residential

Demolition of building.....

Building of Modular Home.....

Business.....

Placement of Manufactured Home.....

Mercantile.....

Heating Unit.....

Industrial.....

Pool.....

Storage.....

Other work: \_\_\_\_\_

Assembly.....

\_\_\_\_\_

Institutional.....

\_\_\_\_\_

Miscellaneous.....

Estimated Cost: \_\_\_\_\_

*(not including cost of land)*

## **ADDITIONAL INFORMATION** ***(PLEASE COMPLETE)***

1. If business, commercial or mixed occupancy, specify nature and extent of each type:

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

2. Outside dimensions of **existing structures**, if any (in feet):

<b>Building #1</b>	<b>Building #2</b>	<b>Building #3</b>
Front _____	Front _____	Front _____
Rear _____	Rear _____	Rear _____
Depth _____	Depth _____	Depth _____
Height _____	Height _____	Height _____
Stories _____	Stories _____	Stories _____

3. Outside dimensions of **new structures** (in feet):

**Building #1**  
 Front \_\_\_\_\_  
 Rear \_\_\_\_\_  
 Depth \_\_\_\_\_  
 Height \_\_\_\_\_  
 Stories \_\_\_\_\_

4. **Size of lot** (in feet):

Front \_\_\_\_\_  
 Rear \_\_\_\_\_  
 Depth \_\_\_\_\_  
 Acres \_\_\_\_\_

5. Name of **Architect**: \_\_\_\_\_

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

Phone No. \_\_\_\_\_

Name of **Contractor**: \_\_\_\_\_

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

Phone No. \_\_\_\_\_

Name and address of **Compensation Carrier**: \_\_\_\_\_

*Please include copy of insurance certificate.*

6. Is this structure located in the **flood plain**? \_\_\_\_\_

**TOWN OF LINCKLAEN**

**PLOT DIAGRAM**

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give distance between buildings, roads, well, sewage and other landmarks. Give lot and block numbers or description according to deed; show street names and indicate whether interior or corner lot.

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**COMPLETE THIS SECTION IF APPLICANT IS NOT THE OWNER  
OF THE PROPERTY**

**STATE OF NEW YORK  
COUNTY OF CHENANGO SS:**

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the applicant above named and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

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*Signature of Applicant*

**TOWN OF LINCKLAEN**

**TOWN/VILLAGE OF:**

**LINCKLAEN**

**CERTIFICATE OF COMPLIANCE WITH LOCAL REGULATIONS**

This is to certify that the proposed construction described in this Town of Lincklaen Building Permit Application complies with all locally enforced land use regulations including but not limited to: Zoning Ordinances; Sanitary Regulations; Subdivision Regulations and Flood Hazard Regulations. **The owner and/applicant understands that no building shall be occupied or used in whole or in part for any purpose whatsoever until an application is made for a Certificate of Occupancy and shall have been granted by the CHENANGO COUNTY DEPARTMENT OF CODE ENFORCEMENT. The owner and/applicant agrees to apply for said certificate and will receive it before using the building/proposed construction.**

\_\_\_\_\_  
*Signature of Applicant*

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

\_\_\_\_\_  
*Signature of Town Supervisor/or Authorized Representative*

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

**CHECKLIST**

- Application *completely* filled in.
- A *detailed* plot diagram (buildings, property lines, streets, well, sewage, distance between everything)
- Plans of proposed construction with specifications (nature of work, materials, equipment, electrical, plumbing etc.)
- Seal and signature of a licensed architect or professional engineer on plans for buildings more than 1500 feet and alterations costing more than \$20,000.
- Copy of Contractor’s insurance certificate.
- Filled out a County Application to be handed to the Town Clerk to be signed upon approval of the Town application.
- Planning Board fee

**NO WORK MAY BEGIN UNTIL PERMITS FROM BOTH THE TOWN AND COUNTY ARE ISSUED**