

Town of Barker

**151 Hyde Street, P.O. Box 66 Castle Creek, New York 13744
607-648-6880**

Fax 607 648-7499

The Building Permit Process

Please read carefully and fill in all forms in ink.

1. Applicant fills in all the necessary information required on the application and has application notarized. It is recommended that the applicant contact the Code Enforcement Officer for possible assistance with filling in the application.
2. Documents required for a Building Permit.
 - a. Completed and notarized application for Building Permit.
 - b. Copy of property deed - new construction only
 - c. Design from Broome County Health Dept. For approval septic system - new construction only

Note: If any of the required information is missing, this will result in delay in receiving your permit. No construction or site preparation may begin until a proper permit is issued.

 - d. Set of plans for proposed structure or alteration, showing exactly what is to be constructed.
3. Application should be submitted to the Code Enforcement Officer.

Note: No building may start until all required permits are obtained.
4. After construction has commenced, Code Enforcement Officer will make periodic inspections of the progress. These are indicated on the Building Permit.
5. After construction has been satisfactorily completed, a Certificate of Occupancy will be issued
6. All building permits are good for one (1) year. If no construction begins within one year, a new building permit will be required.

To contact Building Inspector Jim Dedrick: at Town Offices Tuesday evenings from 6:00p.m. to 8:00 p.m. and Wednesday from 11:00 a.m. to 1:00 p.m. His office phone is 607-648-6880. He can be contacted at 607-761-7385 Please leave a message on his voicemail if not available. Please include your phone number, time and date you called and a brief message.

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APPLICATION FOR CONSTRUCTION INSPECTION

Name of Applicant: _____

Application # _____

Job Site _____

Tax Map # _____

Permit Issued on: _____

Expires: _____

Construction Value: _____

Permit #: _____

(To be determined by inspector)

P.E. Approved (if applicable)

by: _____

Date: _____

Occupied as: _____

Circle Applicable Items

New Construction

Residential _____ Commercial _____

Installation: Mobile _____ Modular _____ Home _____

Renovation, Alteration, Conversion

Residential _____ Commercial _____

Model Year for Modular or Mobile Home _____

Name of Owner: _____

Mailing Address: _____

City, State, Zip: _____

Contact Phone: _____

Chimney Construction Yes - No

Solid Fuel Burning Device Yes - No

Pool _____ Deck _____ Roof _____ Porch _____

Visual Safety Inspection

Fee paid Total \$ _____

Check #: _____

Money Order _____

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Application # _____ Permit # _____ Date: _____

Instructions: This form to be attached, then completed, to the Application for Construction Inspection

- A. This application must be completely filled in by typewriter or ink and submitted to the inspector in charge
- B. Plot plan showing location of lot and of building on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application
- C. This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- D. Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such/permit shall be kept on the premises available for inspection throughout the progress of the work.
- E. The work covered by this application may not be commenced before the issuance of a building permit.
- F. No building permit shall be occupied or used in whole or in part for any purpose until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.
- G. If this application is not filed by the owner, an affidavit must accompany it stating that the proposed construction is authorized and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction.
 - a. Existing use and occupancy_____
 - b. Intended use and occupancy_____
2. Nature of work (Circle)
 - a. New Building Addition Alteration Repair Removal
Demolition Installation
3. If dwelling, number of dwelling units____ Number of dwelling units on each floor____
 - a. If garage, number of cars_____
4. If business, commercial or mixed occupancy, specify nature and extent of each type of use_____

5. Dimensions of existing structure with alterations or additions:
Front:____ Rear:____ Depth:____ Height:____ Number of stories:____
6. Dimensions of entire new construction
Front:____ Rear:____ Depth:____ Height:____ Number of stories:____
7. Size of lot
Front:____ Rear:____ Depth:____ Height:____ Number of stories:____
8. Zone or use district in which premises are situated:_____
9. Will electrical work be inspected by an approved Electrical Underwriters Agency? If so, specify_____
10. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.