TOWN OF WAYNE

P. O. Box 182,
9772 Silsbee Road
Wayne, NY 14893

Telephone: 607.292.3450 Fax: 607.292.3309

Documents Required For A Building Permit

Please submit original permit application and two (2) copies of application and documents:

1. **Current Tax Map** or **Survey**
2. **Plot Plan** Showing dimension of building, set back dimensions to all property lines and adjacent buildings, locate wells, and septic system, locate highways and right-of-ways, indicate North orientation with arrow.
3. **Building Plan** Include foundation plan, floor plan, two (2) elevations, and section view.
4. **Photographs** Site, existing buildings, and roadway approach.
5. **Current Wastewater Inspection or Approved Engineered Design**
6. **Five-Year Plan for Site**
7. **Contractor Insurance Certificate**

Locate underground utilities before digging, call UFPO 811

Excavation and landscaping require erosion control measures.

Do not start construction until all permits are issued.

New construction requires a Certificate of Occupancy upon the completion of a project. Buildings may not be occupied until the certificate is issued.

Incomplete applications will be denied.

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APPLICATION FOR A BUILDING PERMIT

Date Received _____ APPLICATION NO. _____

Name of Applicant: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work / Cell _____

Email Address: _____

Name of Property Owner: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work/Cell: _____

Email Address: _____

Name of Contractor: _____

Mailing Address _____

_____ Zip _____

Telephone: Residence: _____ Work/Cell: _____

Email Address: _____

Location of Property: _____

Tax Map ID: _____ Zoning District _____

Description of Work: _____

_____

Floodplain Elevation_____

PERMIT FEE MUST ACCOMPANY THIS APPLICATION
COMMERCIAL BUILDING MUST HAVE AN ARCHITECT OR ENGINEER STAMPED SET OF PLANS.

_____ _____
Applicant's Signature Date

_____ _____
Owner's Signature Date

Checklist for Application of Building Permit

YES NO Will a new driveway be needed or will there be a change to the present driveway? If so, provide a copy of State, County, or Town permit.

YES NO Will there be any construction, landscaping, stone work, etc. next to or in the high Right-of-Way?

YES NO Will any excavation or fill be needed for the project?

YES NO Will the property slope to roadway or neighbor's property be greater than 15%?

YES NO Will this permit cause a change in the existing use of property or structures?

YES NO Will there be a sign larger than two (2) square feet (including signs for owners name and house number)?

YES NO Will the exposed height of construction exceed thirty-four (34) feet in any location?

YES NO Does your project include dividing the land?

YES NO Will the existing septic system be used?

YES NO If yes to above, will you be adding to the total number of bedrooms?

YES NO Will you have a garbage disposal?

YES NO Will a new septic system be required?

_____ _____

Signature of Applicant Date