

**TOWN OF MILO
137 MAIN STREET
PENN YAN, NY 14527**

CODE OFFICER: DAN KING

315-694-0887 CELL

315-531-8042 OFFICE

BUILDING PERMIT APPLICATION AND INFORMATION

A. ZONING AND BUILDING PERMIT ACKNOWLEDGEMENT FORM

The Town of Milo is governed by the Milo Zoning Ordinance and the New York State Building Code. These are both administered by the Town through its Code Enforcement Officer. These laws were enacted not only to protect the health and safety of Milo residents, but also to protect the property values for all property owners. The following is a checklist for anyone wanting to alter the landscape or build on any property in the Town of Milo. Copies of the zoning laws are available at the Town Clerk's Office.

- ____ 1. A sewage disposal plan must be approved before any permit is issued for construction of habitable space, either year round or seasonal. In addition, a permit or certificate of approval for any septic system must be obtained from the NYS Dept. of Health in advance of starting construction. No structure is to cover any portion of any septic system. A sewer easement must be obtained and filed before a Building Permit is issued for Sewer District 1-2.
- ____ 2. A Certificate of Occupancy / Compliance must be obtained before any use, whole or in part, whatsoever. This C of O must be granted by the Code Enforcement Officer for the Town of Milo.
- ____ 3. The use of the property or structures thereon cannot be different than specified on the permit without obtaining another permit. (For example, a permit for a storage building does not allow for the building to be used as living or sleeping quarters without another permit.)
- ____ 4. The applicant / owner agrees to comply with all applicable laws, ordinances, regulations, and conditions expressed within the application which are part of the requirements. Further, all inspectors will be allowed to enter the premises for required inspections.

Acknowledgement Signatures:

Property Owner or Agent for the Owner

Date

Code Enforcement Officer

Date

B. BUILDING PERMIT APPLICATION GENERAL INFORMATION

To make processing more efficient, please submit the following information with your completed building permit application:

Survey map of property: This allows the Code Enforcement Officer to quickly determine that all area requirements have been met, and whether or not a variance request will be required. Plot Plan can also be shown on this.

Deed or purchase offer for property: If you have recently purchased a property and the County has not forwarded the information to the Town, this is utilized to show proof of ability to apply for a permit.

Plot Plan and Cross Section: Needed when no stamped plans are submitted.

Site Plan from a licensed NYS engineer: This is required for all applications for site plan review on new commercial construction and subdivisions. It may also be required for some residential construction.

NYS stamped drawings: All new residential housing and commercial buildings require a NYS licensed architect or engineer to stamp the plans before a permit is issued. All home additions valued over \$20,000 require a stamped set of plans. In addition, the Code Enforcement Officer may require the plans to be stamped for other types of construction as well. Check with the Code Enforcement Officer to verify the need for stamped plans.

Driveway permit: If constructing or modifying a driveway that will access a state, county or town road, it is necessary to obtain a permit from the NYS Dept. of Transportation, Yates County Dept. of Transportation in Penn Yan, or the Town Highway Dept. in Milo.

Proof of liability, disability and worker's compensation insurance: Any person hired to perform work for a homeowner must provide insurance certificates or a valid exemption form. A homeowner completing his/her own work is not required to provide these types of insurance.

Wastewater treatment systems: Plans for all septic systems in the Town of Milo have to be approved by the Keuka Watershed Improvement Cooperative Inspector before a building permit can be approved.

Required application/ permit fees: The minimum permit fee for most applications is \$20.00. When applying for new home construction, additions, renovations and accessory buildings, the permit fee is based upon the square footage of the building. Calculation of fees will be provided if requested.

C. BUILDING PERMIT APPLICATION WORKSHEET

Applicant Name: _____

Address: _____

Property Owner's Signature: _____

Required information for a Building Permit Application:

	Yes	No	N/A
Survey Map of property	_____	_____	_____
Deed of purchase offer for property (for recent purchases)	_____	_____	_____
Stamped Site Plan from NYS licensed engr./ plot plan For new lots and houses	_____	_____	_____
N.Y.S Stamped Blue Prints Plans/Cross Section	_____	_____	_____
Proof of liability and worker's comp insurance for all contractors involved (cannot accept ACORD forms for workers compensation)	_____	_____	_____
Valid exemption from liability and workers comp If yes, explain: _____	_____	_____	_____
Septic approval needed	_____	_____	_____
Application / permit fees required	_____	_____	_____

Notes:

Applicant's signature: _____ **Date:** _____

Code Enforcement Officer: _____ **Date:** _____

Date: _____

Application No. _____

Building Permit Application Town of Milo, New York

Application is hereby made for a Building Permit in conformity with the regulations of the Zoning Local Law of the Town of Milo, the New York State Uniform Fire Prevention and Building Code, and other applicable ordinances and regulations.

Two copies of the site plan and building plans are to be included with this application when submitted, unless otherwise directed by the Building Zoning Officer. All parts of approved permit applications must be available at the site throughout the construction period.

Part I: General Information

Applicant: _____ Phone: _____

Address: _____

Property Owner: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Property Location: _____

Nearest Cross Street/Road: _____

Current use of property: _____

Is property in flood plain: yes noZoning District: AC AR AMR R RR C I

Tax Map No.: _____

Application is hereby submitted for:

- | | | |
|---|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolish / Rebuild | <input type="checkbox"/> Addition to Existing |
| <input type="checkbox"/> Site Work only | <input type="checkbox"/> Demolish Only | <input type="checkbox"/> Remodel Existing |
| <input type="checkbox"/> Other | | |
-

Description and use of proposed improvements:

Are improvements considered temporary? () Yes () No If yes, explain:

Estimated cost of all improvements: \$ _____

Planned start date: _____

Proof of worker's compensation and liability insurance will be required: () yes () no

Part II: Detail Information

If not clearly shown on attached plans, provide the following information:

Site

Lot size: _____ s.f.; road frontage: _____ lin. ft.; shoreline: _____ lin. ft.

Set-back for purposed work: Front _____ ft. (from centerline of road)
 Rear _____ ft.
 Sides: _____ ft. (right side with back to road)
 _____ ft. (left side with back to road)

Are there highway or utility easements involved? () yes () no

Is work to be performed on a corner lot? () yes () no

Percent of lot to be covered by new paving and structures: ____%; Percent currently:
 ____%

Will a new street / road access be required? () yes () no

Any hazardous waste to be handled or removed? () yes () no

Any trees to be removed? () yes () no Silt fencing required: () yes () no

Utilities (*respond to all that are affected by, or involved with, scope of permit work*):

Electrical: () new NYSEG service; () adding / reworking circuits; () none

Water: () new public tie-in () new well () existing well tie-in () new lake system

Sewer: () new public tie-in () new septic () adding new load to existing system

Sewage disposal plan will be required: () yes () no

Existing holding tank size and type: _____ gal _____

New holding tank size and type: _____ gal _____

Leach lines: _____ total lin. ft. existing; _____ total lin. ft. new being installed

Nearest distance from water source / channeled surface water to septic sys: _____ ft.

Is soil perk test required? () yes () no

Heating system: () propane / nat. gas () electric () oil / kerosene () solar

Storage tanks: () aboveground () buried () using existing

Structure (new work under this permit)

Bldg. size: basement _____ s.f.; ground floor _____ s.f.; 2nd floor _____ s.f.; total stories _____

Living area: _____ s.f.; Height above grade: _____ ft. (to highest ridge or parapet)

Size of footing: _____" x _____": Least depth to bottom of footing from grade: _____

Type and size of foundation wall: _____

Will foundation be waterproofed? () yes () no

Will perimeter drain tile be installed? () yes () no

Wall framing size / type: _____;

Type of exterior: _____

Roof pitch: _____ on _____; certified trusses: () yes () no;

Rafter/truss size: _____

Type of roofing material: _____; Wall insulation: R-____; Roof insulation: R- ____

Part III: Board Actions / Certifications / Approvals

Note: The Milo Code Enforcement Officer has the authority to revoke a building or zoning permit if it is found at a later date that there has been significant deviation from the submitted plans or stated conditions upon which such permits were issued.

Applicant: I hereby certify that all the information provided herein is accurate and true to the best of my knowledge, and that the work being permitted shall be performed in the manner, and under the requirements, set forth in this application, and per the plans and specifications filed herewith.

Signature _____ Date _____

Code Enforcement Officer:

() **Disapproved** This application is denied for the following reasons:

=====
Board Actions / Statements:

Zoning Board of Appeals: Date: _____

Planning Board: Date: _____

Town Board: Date: _____

Yates County Planning Board: Date: _____

Code Enforcement Officer:

() **Approved** I have hereby reviewed this application and examined the attached documents. All provisions of law and ordinances covering this type of work must be complied with whether or not specified or included herein. Board requirements indicated above must be complied with. Granting of this permit shall not give authority to violate or disregard the provisions of state or local law governing this work.

Approval comments:

Approval signature: _____ Date _____

The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements and also will allow all inspectors to enter the premises for the required inspection.

No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Code Enforcement officer.

A permit or certificate of approval must be obtained from the NYS Department of Health for a septic system. Approval must be obtained before starting any septic system work.

THIS PERMIT IS NOT A WAIVER OF THE APPLICANT’S OBLIGATION TO SECURE APPROVALS REQUIRED BY LAW.

Applicant Signature

Date