

Village of Groton, N.Y.

Village Office

143 Cortland Street, P.O. Box 100

Groton, New York 13073-0100

Phone: 607-898-3966

Fax No. 607-898-4177

TDD: New York State Relay 1-800-662-1220

Code Enforcement Officer: Matt Whitaker 607-592-2654

e-mail: codeofficer@grotonny.org

APPLICATION FOR BUILDING PERMIT

Application to: Construct, Renovate, Change of Occupancy, Addition, Relocate, Repair, Alteration, Other
(Check the one that applies) At, Village of Groton, _____

(Street Address)

Number of Family Units _____ Type of Construction _____

Estimated Cost of Construction: _____ Builder: _____

Builder's Business Name: _____

Contractor's Telephone#: _____ Contractors E-Mail: _____

It is the homeowner's responsibility/contractor to call Dig Safety 1-800-962-7962

REQUIRED VERIFICATIONS:

Street Opening Superintendent of Public Utilities: _____

Water Service Superintendent of Public Utilities: _____

Sewer Service Superintendent of Public Utilities: _____

Electrical Service Superintendent of Public Utilities: _____

Workman's Compensation Code Enforcement Office: _____

The undersigned applies for permission to do the above in accordance with all provisions of all Laws or Regulations of the Village of Groton, New York, or others having jurisdiction, and affirms that all statements and information given are correct to the best of their knowledge and belief, and hereby authorizes the Code Enforcement Officer of the Village of Groton, New York (or his designee) to conduct on-site inspections to ensure that work is carried out in accordance with all applicable codes.

Homeowner's Name: _____ **Telephone Number:** _____

Mailing Address: _____

Homeowner's Signature: _____

CODE ENFORCEMENT OFFICER'S REVIEW:

Tax Map#: _____ Zoning District: _____ Lot Size: _____

Building Permit: () Approved () Denied

Reason: _____

Date Application Received: _____ By: _____ (Code Enforcement Officer)

Appeal Action: Variance () Granted () Denied _____ Chairman, Zoning Board of Appeals

Date: _____

This packet contains three forms, which you need to complete before we can process your application. These forms are as follows: Please initial below and return with your building permit application

Complete all the information, the **application form** and sign where indicated. Please note that this form also contains permission for the Code Enforcement Officer (or his delegate) to enter your premises for the purposes of conducting the necessary inspections. _____

It is also necessary for you to provide a sketch of the lot and the appropriate dimensions, of your proposed construction in sufficient detail listing the type of material, to be used to permit evaluation for conformance with the State Uniform Fire and Building Code. This will range from a complete set of plans (including plumbing & electrical) for a new home to a single cross section for a barn or residential garage. _____

It is necessary for you to submit proof of Workman's Compensation Insurance or Workman's Compensation Board for authorization to waive this requirement. (Returned to us.) _____

If the purposed construction will require new or revised electrical work, it is necessary to obtain an Electric Service Application form, from the Village Office. 898-3966. _____

Upon completion of the Electrical work we will need copies of your Electrical Inspection Forms. _____

If you have any questions, I can be reached at 898-3966.

VILLAGE OF GROTON BUILDING PERMIT FEES

Cost of Construction	Permit Fees
\$4000 or Less	\$25
More than \$4000	\$25 + \$3 Per \$1000
Renewal of Existing Permit	50% of original fee

Type of Permit	Fee
Demolition	\$25
Manufactured Homes	\$40
Sheds	\$25
Special Permit	Less than 2000 sq. Ft. = \$100 More than 2000 sq. Ft. = \$250
Swimming Pools	\$50
Solid Fuel Heating Device	\$50

Type of Applications	Fee
Sign	\$25
Boundary Line Change	\$50
Sit Plan Review	\$50
Variance	\$50

Subdivisions	Fees
Major	\$50 + \$20 per lot
Minor	\$30 + \$20 per lot
Rural	\$20 + \$20 per lot
Planned Unit Development (PUD)	\$200

Effective 9/1/2005

The following Documents are required to be submitted with a Building Permit Application.

1. Copy of Tax Map
2. Workman's Comp. & Liability Forms (Contractor or Homeowner)
3. Plans and Specifications - of project -type of lumber- dimensions of construction. Type of material
4. New houses require professional drawings (A stamped copy).
5. Fee must be paid at time of submittal