

# 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  
e-mail: codeofficer@grotonny.org

**Code Enforcement Officer:**  
Matt Whitaker  
607-592-2654

## APPLICATION FOR BUILDING PERMIT

Application to: Construct, Renovate, Change of Occupancy, Addition, Relocate, Repair, Alteration, Other  
**(Circle 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:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **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: \_\_\_\_\_

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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 of 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<br>More than 2000 sq. ft. = \$250 |
| Swimming Pools            | \$50   |
| Solid Fuel Heating Device | \$50   |

| Type of Applications | Fee  |
|----------------------|------|
| Sign                 | \$25 |
| Boundary Line Change | \$50 |
| Site 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 professional drawings required (A stamped copy).
5. Fee must be paid at time of submittal