

**TOWN OF MIDDLESEX
BUILDING PERMIT APPLICATION AND INFORMATION**

A. ZONING AND BUILDING PERMIT ACKNOWLEDGEMENT FORM

The Town of Middlesex is governed by the Middlesex 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 Middlesex 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 Middlesex.
the Town Clerk's Office.

- ___ 1. Any alteration of the land such as tree cutting, installation of driveways, leveling, building structures, etc. requires the property owner to contact the Code Enforcement Office and to obtain a permit **BEFORE ANY WORK IS STARTED.**
- ___ 2. 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.
- ___ 3. 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 Middlesex.
- ___ 4. 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.)
- ___ 5. Any driveway to be constructed requires the property owner to contact the Middlesex Highway Superintendent and Code Enforcement Officer before construction starts.
- ___ 6. 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

Code Enforcement Officer

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 Zoning Officer to quickly determine that all area requirements have been met, and whether or not a variance request will be required.

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.

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 Middlesex, along with Code Enforcement Officer approval.

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 Middlesex have to be approved by the Canandaigua Lake Watershed 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.

TOWN OF MIDDLESEX
BUILDING PERMIT APPLICATION WORKSHEET

Required information for Building Permit application submission:

Applicant Name _____

Address _____

Property Owner's Signature _____

	Yes	No	N/A
Survey map of property	_____	_____	_____
Deed or Purchase offer for property <small>For recent purchases of property</small>	_____	_____	_____
Site plan from a New York State licensed engineer <small>For new lots and houses</small>	_____	_____	_____
NYS stamped blueprints <small>For new lots and houses</small>	_____	_____	_____
Driveway approval from agency having control	_____	_____	_____
Proof of liability and worker's compensation insurance for all contractors performing work on site <small>We can no longer accept ACORD forms for worker's comp</small>	_____	_____	_____
Valid exemption from Liability and Worker's Comp If yes, explain _____	_____	_____	_____
Septic Approval	_____	_____	_____
Required application/permit fees	_____	_____	_____

Notes: _____

Code Enforcement Officer _____ Date _____

Date: _____
Application No. _____

Building Permit Application Town of Middlesex, New York

Application is hereby made for a Building Permit in conformity with the regulations of the Zoning Local Law of the Town of Middlesex, 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 () no

Zoning District: () AR () LR () HR () LDR () GB () HB

Tax Map No.: _____

Application is hereby submitted for:

- () New Construction () Demolish / Rebuild () Addition to Existing
- () Site Work only () Demolish Only () Remodel Existing
- () 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 proposed 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-___

Note: The Middlesex 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 OTHER APPROVALS REQUIRED BY LAW.

Applicant