

## TOWN OF LITTLE FALLS, BUILDING PERMITS

- A. No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the Codes enforcement Officer and Town Clerk. Except upon written order of the Board of Appeals, no such building permit or certificate of occupancy, shall be issued for any building where construction, addition, or alteration or use thereof would be in violation of any of the provisions of the Municipal Land Regulations.
- B. Two sets of building plans, specifications, and plot plans must be submitted with two completed applications.
- C. Application shall describe the nature of the work to be performed.
- D. The plot plan must show the actual dimensions of the lot to be built on; clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of streets or public areas, indicating all set back dimensions from property lines. A land survey may be submitted or requested. (A swimming pool is considered a structure)
- E. Installations, alterations and repairs to residential premises, and materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statues of the state of New York, and orders, rules and regulations issued by the Codes Enforcing Authority. Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.
- F. Planned Developments should be discussed and reviewed with the Codes Enforcement Officer to be familiar with the rules and regulations to be followed in addition to or in place of the above referenced ones.
- G. The work covered by this application may not be commenced before the issuance of a building permit.
- H. Upon the approval of this application by the Code Enforcer, the Town Clerk will issue a building permit to the applicant when payment for such has been received. Such permit must be displayed on the premises available for inspection throughout the progress of work.
- I. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy is granted by the Codes Enforcer.
- J. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged determined on the extent of the variation from the original plans.
- K. Final inspection is necessary before a Certificate of Occupancy is issued. No occupancy of a building can take place without approval of the Codes Enforcer.

### **NOTE- TOWN BUILDING REQUIREMENTS:**

**MINIMUM LOT SIZE:** Except on an "existing lot", no residential or commercial structure requiring a septic system shall be placed on a lot less than 43,560 square feet; nor shall said lot have less than 100 feet of frontage. Any lot not bordered by an approved public highway shall require a minimum width of 100 feet on one side. No existing lot shall be reduced to less than 43,560 square feet or less than 100 feet of road frontage, or width on one side.

**SET BACK FOR ALL LOTS:** All structures larger than 100 square feet shall be 40 feet from the public right-of-way and 25 feet from all property lines. All structures 100 square feet or less shall be 15 feet from the public right-of-way and 10 feet from all property lines.

**Town of Little Falls  
Building Permit Application**

**REQUIRED: TWO** sets of plans, and specifications stamped by a licensed architect or engineer, with their seal and signature along with **TWO** completed applications for all new homes and commercial building structures. If the buildings are less than 1,500 square feet, we require **TWO** sets of plans and specifications by a design professional with their signature, along with **TWO** completed applications. **ALL** applications **MUST** include plot diagram.

1. Applicant's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

2. Property Owner If Different From the Applicant:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

3. Project Location:

Street or Road Address: \_\_\_\_\_

Tax Map Number (**Required**): \_\_\_\_\_

(Located in top right corner on tax bill under property description-seven digit number. If tax map Number unknown, you may call the Town Assessor, Susan Meeker 866-3993 or 866-5654)

4. Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Certificate of Insurance (**Required**): \_\_\_\_\_

Home Owner's Insurance **Required** If Work Is Done By Owner: \_\_\_\_\_

Name of Insurance Carrier: \_\_\_\_\_

5. Proposed Construction Work To Be Done: (Check All That Apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New Home   | <input type="checkbox"/> Addition to _____ | <input type="checkbox"/> Wood Stove    |
| <input type="checkbox"/> Manufactured Home  | <input type="checkbox"/> Attached Garage   | <input type="checkbox"/> Fire Place    |
| <input type="checkbox"/> Mobile Home  | <input type="checkbox"/> Detached Garage   | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> DBL Wide Mob. Hm.  | <input type="checkbox"/> Detached Shed     | <input type="checkbox"/> Demolition    |
| <input type="checkbox"/> Other: (Specify) _____                                     |  |  |
| <input type="checkbox"/> Signs/Structures 10 Feet or More in Height:(Specify) _____ |  |  |
| <input type="checkbox"/> Fences Over 4 Feet in Height:(Specify) _____               |  |  |
| <input type="checkbox"/> Decks:(Specify) _____                                      |  |  |

6. Alterations: (Give Cost Estimate and Description of Work of Work Involved)

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7. Water Supply System: (Check All That Apply)

New Well  Municipal Water  Existing

8. Sewage Disposal System: (Check All That Apply)

**NEW (SEPARATE PERMIT NEEDED)**  Municipal  Existing

9. Type of Heating System: (Check All That Apply)

Electric Baseboard  Oil Fired  Hot Air  
 Hot Water Baseboard  Gas Fired  Wood Fired

10. Type and Size of Electric Service: Size \_\_\_\_\_ Type \_\_\_\_\_

11. Work covered By This Application Has been Started?  Yes  No

12. **Applicant's Certification:** I hereby certify that I have read the instructions and building requirements, and have examined this application and know that the information contained herein is true and correct. All provisions of the laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law, or other rule or regulation, regulating construction or land use or performance of construction. All work shall be executed in strict compliance with the permit application, approved plans and the Uniform Fire Prevention and Building Code:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Codes Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES DUE: (SEE FOLLOWING SCHEDULE)**

**STRUCTURE:**

SIZE: (i.e. 12x12=144') \_\_\_\_\_

MULTIPLE: (i.e. 144'x\$.05=) \_\_\_\_\_

OTHER: (i.e. septic=\$10) \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

Check if minimum charge of \$25.00 applies

PAYMENT:  Cash  Check # \_\_\_\_\_  Money Order

The fee that must accompany this permit application is as follows, as determined by the Codes Enforcement Officer for the Town of Little Falls. No permit shall be issued until full payment is received.

Residential Structures.....	\$ .05 per sq. ft.
Factory Manufactured Homes.....	.\$ .05 per sq. ft.
Additions.....	\$ .05 per sq. ft.
Commercial Structures.....	\$ .10 per sq. ft.
Non-Habitable Structures.....	\$ .05 per sq. ft.
Decks.....	.\$ .05 per sq. ft.
Mobile Homes (Single or Double-wide).....	\$ 50.00
In-ground Swimming Pools, including fencing.....	\$ 25.00
Signs and Structures 10 feet or Greater in Height.....	\$ 25.00
Fences 4 feet and above .....	\$ 25.00
Solid Fuel Appliances and Chimneys.....	\$ 25.00
Fire Inspections.....	\$ 25.00
Septic Systems.....	\$ 10.00
Permit Renewals.....	\$ 10.00
Certificate of Compliance <b>without</b> building permit.....	\$ 25.00
Certificate of Occupancy, Completion, or Compliance with building permit.....	No Charge
<b><u>Minimum Charge</u></b> , with exception of Septic and Renewal permits.....	\$ 25.00

All checks or money orders are to be made out to: **Sandra Regan, Town Clerk**

Town Clerk: Sandra Regan  
 124 O'Hara Rd.  
 Little Falls, NY 13365  
 315-823-2879

Codes Enforcer: Phil Green  
 12 Loomis St.  
 Little Falls, NY 13365  
 315-823-3273