

TOWN of CONQUEST

**Office of Code Enforcement-Wayne Smith
1289 Fuller Road
Port Byron NY 13140
313-776-6064**

PERMIT APPLICATION INSTRUCTIONS

This package contains the necessary forms required to apply for a building permit in the **Town of Conquest**. **All documents must be filled out in their entirety. Any section that does not pertain to your specific request should be marked N/A.** Forms requiring signatures must have an original signature affixed to be considered.

Section 442.2 Building Permits

- a) No person, firm, corporation, association, or other organization shall commence the erection, construction, enlargement, alteration, improvement, removal or demolition of any building or structure, except an agricultural building or structure, nor install any plumbing or heating equipment without having applied for and obtained a Permit from the Office of Code Enforcement, Town of Conquest; however, no permit shall be required for the necessary repairs which are not of a structural nature and which are done in conformance with the Uniform Code. Also is allowed a storage building of 1 00 square feet or less in area without a permit fee charged - an application must still be submitted.
- b) **Application for a building permit may be obtained from the Town Clerk's office, Town of Conquest and must include:**
- (I) **The signature of the applicant or authorized agent;**
 - (II) **A description of the side on which the proposed work is to be done; (Plot plan with footage to all property lines from structure)**
 - (III) **A statement of the use or occupancy of all parts of the land and of the proposed building or structure.**
 - (IV) **A brief description of the proposed work;**
 - (V) **The estimated cost of the proposed project with appropriate substantiation;**
 - (VI) **The full name, address, and telephone number of the owner and the applicant, if either be a corporation, the names and addresses of the responsible officers;**
 - (VII) **One complete set of plans of proposed work, (with seal) affixed by a licensed professional engineer or architect if project is new and over 1500 square feet living space; or alteration is \$10,000.00 or over; (This may be waived by the Building Official if project extensiveness is considered controllable.)**
 - (VIII) **The fee specified on attached conversion form.**
- c) The applicant shall notify the Department of Building of any changes in the information contained in the application during the period for which the permit is in effect. The permit will be issued when the application has been determined to conform to the Uniform Code. The authority conferred by this permit may be limited by conditions, if any.
- d) A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.
- e) A building permit issued pursuant to this part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation in any manner in connection with the application for this permit.
- f) A building permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy, whichever occurs first (other than a Temporary Certificate of Occupancy). The permit may on written request be renewed for one year pro-

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OFFICE OF BUILDING INSPECTION AND CODE ENFORCEMENT

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This information is provided in conjunction with an application for a building permit and is intended to inform and assist in the construction process. Listed below are phases of construction that require inspection. **The inspection must be completed prior to advancing to the next phase of construction. DO NOT PROCEED beyond any of these phases prior to inspection. NO excuses or exceptions will be allowed.** Non-compliance will result in delays and/or revocation of your building permit.

<u>PHASE:</u>	<u>DATE INSPECTION CONDUCTED/COMMENTS:</u>
Footings and concrete pads prior to pouring concrete	_____
Foundation before backfill	_____
Framing before enclosing	_____
Plumbing before enclosing	_____
Electrical before enclosing (Inspected by NY State Board of Fire Underwriters)	_____
Insulation before enclosing	_____
Final Inspection prior to occupancy	_____

"Residential Construction Only"

Note: All bedrooms will require at least one window with a minimum of four square feet and a minimum dimension of 18 inches with bottom of openings no higher than 42 inches above finished floor in all above grade stories and no higher than 54 inches where required in a basement.
Main entry door must be at least 36 inches wide.
A 3 inch plumbing vent is required.
Any garage walls adjoining the house will require 5/8 inch fire code drywall from bottom of sill plate to top of roof truss or rafter.

I, the undersigned, acknowledge the receipt of the above listed information and agree to comply to all parts applicable to the construction being undertaken.

Applicant's signature: _____

Date: _____

vided no revocation or suspension is in effect at the time the request is made and the renewal fee is paid.

Section 442.3 Certificate of Occupancy

- a) No building erected subject to the Uniform Code and this Part shall be used or occupied, except to the extent provided in this section, until a Certificate of Occupancy has been issued. No building similarly enlarged, extended, altered or upon which work has been performed which required the issuance of a building permit shall be occupied or used for more than thirty days after the completion of the alteration or work unless a Certificate of Occupancy has been issued. No change shall be made in the nature of the occupancy of an existing structure unless a Certificate of Occupancy authorizing the change has been issued. The owner or his agent shall make application for a Certificate of Occupancy. (Application – meaning written notification or request for final inspection, dated and signed.)
- b) A temporary Certificate of Occupancy may be issued if the building or structure is sufficiently complete that it may be put to use for which it was intended. A Temporary Certificate of Occupancy shall expire six months from the date of issuance.
- c) No Certificate of Occupancy shall be issued except upon an inspection which reveals no uncorrected deficiency or material violation of the Uniform Code in the area intended for use and upon payment of the appropriate fee.

Local Law No. 2 of the Year 2000 – Dwelling and Structure Law - General Requirements: (Contact Code Enforcement Officer for specifics)

1. Minimum lot size – Single family must be one acre with a width of 150 feet
2. Setbacks- Front: Not less than 75 feet from the center of the road
Side: Not less than 25 feet from side lot line
Rear: Not less than 25 feet from the rear lot line
3. Building/Structure Separation: Not less than 10 feet
4. Minimum floor area: No dwelling unit may be constructed or placed with a floor area of less than 840 square feet.
5. Mobile/Manufactured Homes:
 - +Shall not be older than 10 years.
 - +Shall be placed on a 6 inch thick reinforced concrete slab a minimum of one foot wider and one foot longer than the home.
 - +Shall have skirting of a fire resistant material with at least one access panel.