

Massena Building Department

315-769-6803
FAX 315-769-0257

Town Hall Building
60 Main Street
Massena, NY 13662

PERMIT APPLICATION COMMERCIAL CONSTRUCTION

Use of Architect's or Professional Engineer's Stamp/Seal

New York State laws requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must be filed with a building code official must be stamped with the seal of an architect or professional engineer (N.Y. Educ. Law § 7307 and Title 19 NYCRR Part 1203.3(a)(3)(1)).

Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal

The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (N.Y. Educ. Law § 7307(5)):

- farm buildings and other buildings used solely and directly for agricultural purposes;
- single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- alterations, costing \$20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

Part I: Project Property, Owner & Project Information:

1. Project Location and Information

Number and Street Address: _____

Tax map Number: _____

Current use of the property/building _____

Proposed use of the property/building _____

2. Owner Identification

Owner's name: _____

Address of owner: _____

City, State, Zip: _____

Phone Number: _____

3. Type of Construction or Improvement

– New Commercial Building

– Commercial Building Addition

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– Commercial Building Interior Alterations

– Commercial Building Exterior Alterations

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4. Description of Project: (If additional space is needed please attach sheets to application)

5. Estimated Project Cost \$ _____

CONTINUE TOPART TWO: DO NOT WRITEBELOW THISLINE-OFFICIAL USE ONLY

Date Received: _____ Received by: _____ Forwarded to _____

Special approval needed by:

- Zoning Board Planning Board Attorney
 Other _____ Other _____ None
-

Part II: Designers and Contractors:

1. Architect/Engineer: Name: _____
Address: _____
City, State, Zip Code _____
Phone Number: _____

2. General Contractor: Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____

3. Electrical Contractor: Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____

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4. Plumbing Contractor: Name: _____
Address: _____
City, State, Zip Code _____
Phone Number: _____

5. Mechanical Contractor: Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____

6. Other Contractor: Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____

Part III: Project location and Details

Two (2) sets of detailed design drawings detailing the work to be performed must be submitted with this application. Drawings must be prepared and stamped and certified by a New York State Registered Architect or Engineer and must include the following information:

1. Site/Plot Plan (New construction, including additions, requires detailed site, utility, landscaping, parking, drainage, lighting and all related plans. Additional information may be requested by other agencies or boards reviewing the project)
2. Foundation Plan(s)
3. Floor Plan(s)
4. Structural/Framing Plan(s)/Information
5. Elevations
6. Typical Section(s)
7. Finish, Door & Window Schedules
8. HVAC Plans
9. Plumbing Plans
10. Electrical Plans
11. Sprinkler/Fire Protection Plans

Important Notices: Read before signing

1. Work conducted pursuant to this building permit must be visually inspected at certain intervals by the Code Enforcement Official. All work must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Massena and all other applicable codes, rules or regulations.
2. Changes to the scope of work which deviate from the plans which were approved for construction for the

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building permit must be immediately reported to the Village of Massena Building Department for approval **before** any changes are completed. Revised drawings may be required dependent upon the extent of the revisions.

3. Any demolition activities proposed carry with them the potential for exposure and handling of asbestos, lead or other environmentally hazardous material. Accordingly, you are advised to contact the New York State Department of Labor on these matters and provide all necessary remediation, protection and disposal measures required by law.
4. It is the owner's responsibility to contact the Village of Massena Building Department at 769-6803 (Monday through Friday from 8 am until 4 pm) at least 48 hours before the owner and /or contractor wishes to have an inspection conducted.

PROVISIONS SHALL BE MADE FOR INSPECTION OF THE FOLLOWING ELEMENTS OF THE CONSTRUCTION PROCESS, WHERE APPLICABLE:

- | | |
|---|---|
| a. Foundation Stake Out (Before Excavation) | f. Fire resistant b. |
| Footing/Foundation Excavation (Before Pouring) | g. Fire resistant |
| c. Interior Drain Tile, Plumbing,
Floor Insulation | h. Insulation (Before Drywall) |
| d. Rough Framing/Structural (Before Insulation) | i. Final Inspection – All work completed (Including Plumbing,
Electrical, Mechanical, Fire Protection) |
| e. Building Systems (including Plumbing, HVAC,
Fire Protection and Electrical) | j. Exterior site work including utilities, landscape, lighting |

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF THE PREVIOUS STEP HAS NOT BEEN INSPECTED. Work will be ordered removed at the owner's or contractor's expense to conduct the previous required inspection step.

5. All permitted electrical work to be performed will be at the owner's expense.
6. **OWNER HEREBY AGREES TO ALLOW THE VILLAGE OF MASSENA BUILDING DEPARTMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
7. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21 attached hereto.
8. The structure or new work shall not be occupied until a certificate of compliance or a certificate of occupancy has been issued by the Village of Massena.
9. This permit does not include any privilege of encroachment in, over, under or upon any village, county or state street or right-of-way.

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10. The Building Permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above named applicant, hereby attest that I am the lawful owner of the property describe within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.

(Owner Signature) _____ Date _____

(Contractor Signature) _____ Date _____

DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY

Application Approved: _____ Date: _____ Permit No. _____

Permit issued by: _____ Date: _____

Permit Expiration Date: _____

Permit valid when approved and paid for

Fee: \$ _____ Receipt Number _____

Application Denied: _____ Date: _____

Certificate of Occupancy or Compliance must be obtained before occupancy of the structure or new work.

Certificate of Occupancy Issued by: _____ Date _____

Certificate of Compliance Issued by: _____ Date _____