



**SENECA COUNTY DEPARTMENT OF
BUILDING AND FIRE CODE ENFORCEMENT**
1 DiPronio Drive PH: (315) 539-1950
Waterloo, NY 13165 FX: (315) 539-1926

www.co.seneca.ny.us/dpt-comserv-code-enforcement.php

BUILDING PERMIT APPLICATION ROOFING

NOTE: This is an APPLICATION for a Building Permit, not the permit itself.
No work is authorized until the permit is issued.

Property is: Residential (One or Two Family Home)
 Commercial (Rental or other Non-Residential)

Property Address: _____ **Date:** _____

Town / Village: _____

Who is doing the work? Homeowner (attach BP-1 Affidavit of Exemption)
 Contractor (attach Workers' Compensation documents)
 Other: _____

Who is the best person to contact with questions or issues? _____

Estimated Cost of project: \$ _____

Estimated Square footage of project: _____

CONTACT INFORMATION (Please complete as fully as possible).

	Name & Address	Phone Number	Fax Number	Email Address
Applicant				
Contractor				
Property Owner				
Other				

You MUST answer (Circle Yes or No) ALL of the questions below:

Yes No All water soaked roof coverings will be removed prior to installing new roof covering.

Yes No Any deteriorated sheathing will be replaced prior to installation of new roof covering.

Yes No Existing roof coverings consisting of wood shake or shingle, slate, clay, cement or Asbestos cement tile will be removed prior to installing new roof covering.

Yes No Existing roof coverings will be removed prior to installing new roof covering where the existing roof has two or more applications of any type of roof covering.

Yes No New roof covering, Ice barrier, Flashing and Valleys will be installed in accordance with the New York State Uniform Fire Prevention and Building Code.

If you answered "No" to any of the above questions you must submit the manufacturer's installation instructions and a detailed scope of work to the Permit Office for additional review and approval.

(Over)

FOR OFFICE USE ONLY

PA-20 _____ - _____
Fee: \$ 300 \$ 150 \$ 75
 Check # _____ Cash
Date Paid: _____
Received by: _____

Property taxes
Tax Map ID #: _____
 Delinquent: _____
 Paid

Approved
BP-20 _____ - _____
 Denied. Reason:

CEO: _____
Date: _____

TERMS & CONDITIONS

A) Building Permit Required. *Submitting an Application for the permit IS NOT ISSUANCE OF THE BUILDING PERMIT.* You **may not start work before the issuance of the Building Permit.** Any work without an Inspection may require the owner/contractor to expose the work for the Code Enforcement Officer to verify.

B) Stop Work Orders. If you commence work without the Building Permit being issued, a Stop Work Order will be issued and the property owner and/or contractor must pay a fee to lift the Stop Work Order. No work may continue until the fee of \$ 200 + cost of permit (or 2x cost of the permit if the Work was being done without a Building Permit.)

C) Incomplete or illegible applications will be denied. All required attachments are **required.**

D) Required attachments. All applications MUST include:
1) a Copy of the Town or Village’s issued Zoning/Land Use Permit (if applicable),
2) Proof of compliance with Section 57 of Worker’s Compensation Law,
3) proof that the property is not subject to any lien for any delinquent property tax,
4) when required by the Code Enforcement Officer, two complete sets of stamped plans and/or specifications, and
5) Completed Notice of Utilization of Truss-Type, Pre-engineered Wood Construction and/or Timber Construction form.

E) Zoning/Land Use Permits. A Building Permit **will not** be issued without a copy of the Town or Village’s Zoning Permit (if applicable). Applications for projects where the Town or Village denies or rescinds a Zoning Permit will be denied.

F) Delinquent Taxes. Building Permits MAY NOT be issued for any work on properties that are delinquent on any property taxes, even if such delinquencies are being addressed with a payment plan, per Seneca County Local Law 2 of 2006, as amended. Applicant must provide proof that all taxes have been paid. Applications for properties with delinquent property taxes will be denied.

G) Fees. Application Fees are due in full at time of application submission. Only Cash, Money Orders, and Checks made out to the Seneca County Treasurer are accepted. Credit Cards are not accepted. Applications will not be accepted without the Fee paid in full. The Fees paid on Denied Applications **are non-refundable.** Applicants may voluntarily cancel an application, but 50% of the application fee will be non-refundable.

H) Workers’ Compensation Law. Satisfactory proof of compliance with Section 57 of the Workers’ Compensation Law includes Forms C-105.2, U-26.3, SI-12 or CE-200 (from your Contractor if you are employing one) or a BP-1 if it is a 1, 3, or 4-family, owner-occupied residence.

I) Time Frame. Please allow a minimum of 5-10 business days to complete the review of this Application. Once an application is reviewed and determined complete, a Building Permit with a List of Required Inspections shall be issued. When plans are required by the Code Enforcement Official, a duplicate set of plans must be on the premises at all times for the code official to look at during the construction process. Building Permits are good for 1 year from the date of issuance. They may be renewed for ½ the original Application fee. Building Permits that remain open, but not renewed (ie, No Final Inspection was called), are subject to a cumulative renewal fee to close.

J) Inspections. Once a Building Permit is issued, Applicants MUST call the main office at 315-539-1950 to schedule the required inspections 24 hours in advance.

K) The undersigned hereby certifies that the work as described on the reverse will be performed in accordance with all applicable laws, ordinances and regulations, the Manufacturer’s installation instructions, and in compliance with the New York State Uniform Fire Prevention and Building Codes.

**State of New York
COUNTY of SENECA} Ss:**

_____ hereby duly affirms, deposes and says that he / she is the
(Name of Applicant)
above named applicant and that he / she is the _____
(Contractor, agent, corporate officer, Owner, etc.)

of said owner or owners and is duly authorized to make and file this application; to perform said work; that all statements made in this application are true to the best of his / her knowledge and belief; that all work will be performed in the manner set forth in this application, plans, in compliance with the above Terms and Conditions, and in compliance with standard building practices set forth in the New York State Uniform Fire Prevention and Building Code and further affirm to abide by them.

AFFIRMED TO BEFORE ME on this ____ day of _____ 20____, _____
(Notary Public Signature)

APPLICANT SIGNATURE: x _____



Seneca County
Department of Building & Fire Code
Enforcement

1 Di Pronio Drive, Waterloo, NY 13165-9499

Phone: (315) 539-1950

Fax: (315) 539-1926

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PREENGINEERED WOOD CONSTRUCTION,
AND/OR TIMBER CONSTRUCTION**

Owner: _____
(PLEASE PRINT CLEARLY)

Address: _____
(Location of structure) (PLEASE PRINT CLEARLY)

Fire Department/District: _____
(PLEASE PRINT CLEARLY)

Please take notice that the (check applicable line)

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

To be constructed or preformed at the subject property referenced above will utilize (check each applicable line)

- Truss Type Construction (TT)
- Pre-engineered Wood Construction (PW)
- Timber Construction (TC)

In the following location(s) (check applicable line(s))

- Floor framing, including girders and beams (F)
- Roof framing (R)
- Floor framing and Roof framing (FR)

Signature: x _____

Date: _____

Print Name: _____

Capacity: _____
(Owner, Agent, Builder, Engineer, Architect, Superintendent of Construction)