

VILLAGE OF YORKVILLE

Office of Zoning and Code Enforcement Officer

George J. Farley

30 Sixth Street

P. O. Box 222

Yorkville, NY 13495

Village Phone (315) 736-9391

Village FAX (315) 736-9394

Mobile Phone (315) 765-9939

Permit Application Instructions

The Village of Yorkville has adopted the New York State Uniform Fire Prevention and Building Code (Uniform Code) and the Village of Yorkville Zoning Ordinance (Zoning Ordinance). This Officer is responsible for enforcing the Uniform Code and the Zoning Ordinance. Copies of the Uniform Code may be obtained on the Internet at www.iccsafe.org or phoning 1-800-786-4452. Copies of the Zoning Ordinance may be obtained from the Village Clerk. Copies of a building permit and zoning permit applications may be obtained from the Zoning and Code Enforcement Officer, the Village Clerk or the Village website.

A ZONING, BUILDING OR DEMOLITATION PERMIT IS REQUIRED for the erection, construction, enlargement, alteration, improvement, relocation, removal or demolition of any building, structure and installing solid fuel burning appliances. A permit is required for a fence, signs and advertising devices. A permit is also required for the change of occupancy of any structure or building. A permit is not required for the performance of necessary repairs that do not affect structural elements, plumbing, electrical or heating/ventilation systems. Such work shall nevertheless be done in conformance with the Uniform Code and Zoning Ordinance.

If required, please complete the attached permit application. A permit will be issued when it is determined that the application is complete and the proposed work conforms to the Uniform Code, Zoning Ordinance and all other codes, rules and regulations. You may contact me at the above address or my mobile phone if you have any questions.

**VILLAGE OF YORKVILLE
PERMIT APPLICATION**

Applicant's name: _____

Mailing address: _____

Phone number: _____

Name of property owner if different from applicant:

Mailing address: _____

Phone number: _____

Project address: _____

Tax Map Number: _____

Contractor's name: _____

Mailing Address: _____

Phone number: _____

Description of work: _____

Estimated cost of construction: _____

Zoning district classification: _____

Existing use and occupancy classification: _____

Proposed use and occupancy classification: _____

Is the proposed project located in wetlands: _____

Is the proposed project located within a flood plain: _____

Complete the following for new construction, enlargement, relocation and additions:

Type of construction: _____

Existing building area (square feet): _____

Proposed building area (square feet): _____

Building height (feet): _____ Stories: _____

Distance to property line (feet);

VILLAGE OF YORKVILLE PERMIT APPLICATION

Front: _____ Rear: _____

Side: _____ Side: _____

1. Three sets of plans, drawings and specifications relating to the construction or alteration of buildings or structures must accompany the permit application. The plans, drawings and specifications must be stamped with the seal of a licensed, registered architect or professional engineer and signed. Farm buildings, single-family residential buildings fifteen hundred square feet or less and alterations costing \$10,000.00 or less may not require a stamp and signature. If alterations involve the structural safety or public safety of the building or structure a stamp and signature is required.
 2. The applicant may request that the requirement of plans, drawings and specifications be waived where the work to be done involves minor alterations or where such plans, drawing and specifications are otherwise unnecessary.
 3. The applicant must submit proof that the required workers compensation and disability coverage and liability insurance has been obtained.
 4. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code and Zoning Ordinance. The authority conferred by such permit may be limited by conditions, if any, contained therein.
 5. The applicant shall notify this office of any changes in the information contained in the application during the period for which the permit is issued.
 6. The permit issued shall be prominently displayed on the property or premises to which it pertains.
 7. The permit issued 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, Zoning Ordinance or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
 8. Work for which a permit has been issued shall be inspected at appropriate stages of the project. Work shall be inspected prior to enclosing or covering any portion thereof and upon completion of each stage of construction or demolition, including but not limited to building location, site preparation, excavation, foundation, framing, superstructure, electrical, plumbing, heating, ventilation and air conditioning. It shall be the responsibility of the owner, applicant, or their agent to inform this office that the work is ready for inspection and to schedule such inspection.
 9. The project shall be subject to periodic inspections for compliance with the Uniform Code and Zoning Ordinance.
 10. Any work on the project that is violation of the Uniform Code or Zoning Ordinance shall stop until this office is satisfied that such violation has been corrected.
-

VILLAGE OF YORKVILLE PERMIT APPLICATION

11. Upon the completion of all work for which a permit has been issued, the property owner shall obtain a certificate of occupancy or completion. No building or structure described in this application shall be used or occupied, except to the extent provide in this permit, until a certificate of occupancy or completion has been issued.
12. A third party inspection may be required for work performed at this project. The inspector should be a registered architect, licensed engineer or other person whose experience and training has been demonstrated to the satisfaction to this office. Such inspector shall certify the results of his inspection to this office. The cost of the inspection and certification shall be the responsibility of the owner, applicant, or their agent.
13. All building permits shall expire one year from the date of issuance or upon the issuance of a certificate of occupancy or upon the issuance of completion, whichever occurs first. A building permit may, upon written request, be renewed for successive one-year periods.
14. All zoning permits shall expire one year from the date of issuance. A zoning permit may, upon written request, be renewed for successive one year periods.
15. A fee schedule for the required permit may be obtained from the Village Clerk or online.
16. Check or money order payable to Village Clerk, Village of Yorkville is the only acceptable form of payment.

I hereby certify that I have read and understand this application and know the same to be true and correct. All work shall be executed in strict compliance with the permit application, plans, drawings and specifications and the Uniform Code and Zoning Ordinance. All provisions of laws and ordinances covering this type of work shall be complied with whether specified hereto or not. The granting of this 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.

Signature of Applicant: _____ Date _____

Print name: _____

The following is to be completed by the Code Zoning Enforcement Officer.

Code Enforcement Officer: _____ Date _____

Fee: _____

Payment by: _____

Permit number: _____

VILLAGE OF YORKVILLE
 PERMIT AND INSPECTION FEE SCHEDULE
 ADOPTED September 4, 2012

BUILDING PERMIT

FEE

Residential (1 and 2 family)	\$15.00 per 100 sq. ft.*
Multiple Dwelling	\$15.00 per 100 sq. ft.*
Residential Additions	\$15.00 per 100 sq. ft.*
Accessory Building (Residential and Commercial)	\$10.00 per 100 sq. ft.*
Alterations and/or Renovations	\$10.00 per 100 sq. ft.*
In-ground Pool	\$75.00
Above-ground pool	\$30.00
Fence	\$10.00
All Decks	\$50.00
Commercial	\$15.00 per 100 sq. ft.*
Signs	\$50.00 per face
Demolition – Residential	\$50.00
Demolition – Commercial	\$150.00
Permit Renewals (one time only)	50 % of original permit fee
New permit required in the event building permit expires	

CERTIFICATE OF OCCUPANCY

When not issued with Building Permit	\$50.00
--------------------------------------	---------

DRIVEWAY PERMIT

Residential – new construction	\$25.00
--------------------------------	---------

OPERATING PERMITS

Issued, Reissued or Renewed	\$50.00
-----------------------------	---------

INSPECTIONS**

Public Assembly	\$50.00
Multiple Dwelling	\$25.00 per dwelling unit (\$100 minimum)
Commercial:	
Up to 5,000 sq. ft.	\$150.00
5,001 to 10,000 sq. ft.	\$200.00
10,001 to 50,000 sq. ft.	\$400.00
50,001 to 100,000 sq. ft.	\$650.00
Over 100,000 sq. ft.	\$1,150.00

* Minimum \$20.00

** No fee will be charged for an inspection related to a complaint alleging Uniform Code violations.

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO VILLAGE OF YORKVILLE.