

# TOWN/VILLAGE OF LIMA

## BUILDING PERMIT APPLICATION

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**Type of Permit:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Address of Proposed Work:** \_\_\_\_\_ **Tax Parcel:** \_\_\_\_\_

**Village Zoning district:** (Check one)     S     R     MR     DB     GB     M     LC

**Town Zoning district:** (Check one)     A     R     B     M     PD     Q     LC

**Property Owner:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Workers Compensation Form BP-1 stating Workers Compensation is not required received: YES NO

**Contractor:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Proof of valid Workers Compensation & Liability Insurance Policy received: YES NO

**Architect or Engineer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Work or Project:** \_\_\_\_\_

**Estimated Construction Value:** \_\_\_\_\_

**Additional Information:**

- Yes No Is the property located within 100 feet of a water course?
- Yes No Is the property located within a Historic District?
- Yes No Is the property located within 100 feet of a designated Historic Property boundary?
- Yes No Is the property located in a floodplain?
- Yes No Is any grading, excavating or clearing proposed other than for foundation work?

<b>Board Approvals:</b>	Required	Review Date	Approved	Approved with Conditions
Planning Board	_____	_____	_____	_____
Zoning Board	_____	_____	_____	_____
Historic Preservation	_____	_____	_____	_____

## **INSTRUCTIONS FOR BUILDING PERMIT APPLICATION:**

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1. Submit one plot plan (instrument survey) at original scale (not reduced or enlarged) showing:
  - All setback dimensions of existing and proposed structures
  - All existing structures and improvements on the property
  - Location of water and sewer lines (new structure only)
  - Location of all easements, EPODS and watercourses
  - Location of private well if any
  - Location of on-site wastewater treatment system if any
2. Submit one set of building plans showing:
  - Floor Plans; Foundation Plan; Cross Sections; All Elevations
  - Design loads for: floor, snow, wind, seismic zone
  - Window schedule indicating egress units and glass area of each unit
3. Registered Architect's or Engineer's stamp & signature required under any of the following conditions:
  - Residential construction with cost exceeding \$20,000 dollars
  - Residential single family dwelling 1,500 square feet or larger
  - Any commercial construction
4. Submit one copy of NYS Energy Conservation Compliance Form with professional stamp & signature. Contact: [www.energycodes.gov](http://www.energycodes.gov) for downloadable version of "Res-check" or "Mec-check". Most current version available to be submitted.
5. Submit one copy of on-site wastewater treatment system permit issued by Livingston County Department of Health.
6. Submit proof of Contractor's valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.
7. Appropriate building permit fee with check made payable to Town or Village of Lima.
8. A permit must be obtained prior to beginning any construction work. Application is subject to review before permit is issued.

## **INSURANCE REQUIRED:**

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Workers Compensation Insurance and Disability Benefits Coverage: New York Workers Law 57 requires contractors and certain homeowners listed on the building permit to provide proof that such coverage is issued by an authorized insurance carrier (Form C-105.2 or U-26.3) or provide proof of exemption (Form CE-2000). Any residence that is not a 1, 2, 3, or 4 family **owner occupied** residence is considered a business and must provide proof of insurance.

Affidavit of Exemption Form BP-1 can only be filed if the Owner of the owner occupied residence follows the restrictions defined below:

1. Owner is performing all of the work themselves for which the building permit is issued.
2. Owner is not hiring, paying or compensating in any way the individuals that are performing or helping to perform any or all of the work or which the building permit is issued.
3. Owner has a home owner's insurance policy that is currently in effect and covers the property for which the building permit is issued and the owner is hiring or paying individuals a total of less than forty (40) hours per week (aggregate hours for all paid individuals) for the work for which the building permit is issued.

## **STORMWATER DISCHARGE PERMIT**

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A stormwater discharge permit issued from Department of Environmental Conservation is required when a project disturbs more than one acre of land. Before starting construction a Stormwater Pollution Prevention Plan must be submitted. This plan controls sediment and erosion during construction and provides for stormwater management after construction is complete. More information can be obtained at: [www.dec.state.ny.us](http://www.dec.state.ny.us) or by calling DEC Regional Office in Avon at: 402-8265.

## **HISTORIC PRESERVATION COMMISSION:**

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Village & Town of Lima has a joint Historic Preservation Committee (HPC) which provides advice to applicants when their property is located within the Historic Preservation Overlay District or is designated on the National Register of Historical Places or is located within 100 feet of a property's boundary that is in the Historic District or a designated historic landmark. All projects consisting of new construction or structural alterations or façade alterations shall require the HPC to provide an advisory opinion to the applicant prior to issuance of a building permit. The Building Inspector will coordinate with the HPC when their review is required. The HPC is available to provide assistance on any project to help preserve and enhance the historical appearance and character of your building. The HPC has up to thirty (30) days to issue their advisory opinion. A Town Zoning Map is available on the Town website to determine a property's location with regard to the Historic Protection Overlay District.

## **BUILDING PERMIT REQUIREMENTS:**

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1. The applicant shall notify the Building Inspector of any changes in the information contained in the building permit application during the period for which the building permit is in effect.
2. A permit will be issued when the application is determined to be complete and the proposed work is in compliance with all requirements of New York State Building Code.
3. A building permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the building permit application; Or is not in conformance with the NYS Building Code; Or if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a building permit.
4. Any deviation from the approved plans must be authorized by the licensed professional who affixed the NYS seal to the original plans prior to the issuance of a Certificate of Occupancy.
5. The applicant shall notify the Building Inspector 24 hours in advance for all required inspections and receive approval before any building element, equipment or system is covered or enclosed.
6. Prior to the issuance of a Certificate of Occupancy, the licensed professional who affixed the NYS seal to the original plans must certify that the completed construction is in compliance with the plans and specifications as submitted for the building permit.
7. A building permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy whichever comes first. A building permit that has expired prior to the issuance of a Certificate of Occupancy shall require the payment of a renewal fee.
8. The undersigned assumes responsibility for the cleanup of all debris generated by construction activities and the removal of same to a legal off site location.
9. By law, applicant, general contractor or demolition contractor is required to contact Dig Safely New York 800-962-7962 prior to starting any digging. Allow two full working days for response.
10. All electrical work must be inspected by an authorized agent and produce a certificate of approval. It is the permit holder's responsibility to arrange for all required electrical inspections. The following are Village/Town of Lima approved electrical inspectors:
  - Commonwealth Electrical Inspection Service Office: 800-437-5799 Cell: 729-2779
  - New York Electrical Inspection Agency Office: 436-4460; Cell: 230-4186
  - Middle Department Inspection Agency Office: 454-5191

**TOP SOIL:**

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New construction in the Town of Lima shall comply with Town Code Section 250-96 which states the following:  
***“No topsoil shall be stripped in connection with any construction except from the smallest area necessary. All such topsoil shall be stockpiled and used to cover the disturbed areas. No topsoil shall be removed from any land or premises, except as provided for in an approved mining permit issued by the NYS Department of Environmental Conservation.”***

**CERTIFICATION:**

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Application is hereby made to the Village/Town of Lima for the issuance of a Building Permit. I acknowledge that no construction activities shall be commenced prior to the issuance of a valid building permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with the NYS Building Code, local laws and ordinances and regulations whether specified herein or not. I authorize access to the Building Inspector or designated representative during all phases of construction for the purpose of inspections. I agree to prominently display on the premises the building permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that prior to occupying the facilities governed by this building permit I or my agents will obtain a Certificate of Occupancy.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Make checks payable to: Village of Lima or Town of Lima depending on project location. Mail or deliver to: 7329 East Main Street, Lima, NY 14485

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**

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