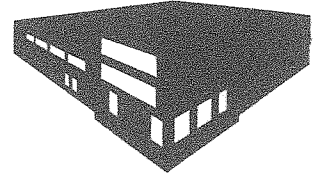


Town of Peru
3036 Main Street
Peru, New York 12972-0596



Codes, Zoning, and Planning
Robert Guynup, Code Enforcement Official
(518) 643-2745 Ext. 6 FAX: (518)-643-0078
e-mail: peruzoning@perutown.com

The Building Permit Procedure

1. Schedule an appointment with the Code Enforcement Official. At this meeting you can explain your project and investigate all the rules, regulations or codes that pertain.
2. A building permit is required for and prior to commencing: the erection, construction, enlargement, improvement, alteration, removal or demolition of any building, structure or any portion thereof and installation of heating equipment.
3. A structure shall be considered as anything constructed or erected with a fixed location or attached to something having a fixed location on the ground. Among other things, structures include buildings, swimming pools, mobile homes, walls, billboards, and poster panels.
4. An application form must be completed, neatly in ink. The applicant is responsible for all information relating to the property owner, location, size of lot, cost of construction, deed restrictions, type of new construction and any pertinent data regarding the project. Additional information is required from the property owner concerning A.P.A., Wetlands Area, Floodplain Insurance, Clinton County Health Department Permit, County and State D.O.T., and Town Water and Sewer.
5. A properly dimensioned plot plan, drawn as close to scale as possible, must accompany all applications. A plot plan will show the road on which the property abuts, dimensions of the lot, location and size of the new construction, all setbacks relating to the proposed structure and names of owners whose property abuts the lot when applicable. (A sample plot plan is attached)
6. A sewage disposal permit issued by Clinton County Health Department is required for residential or commercial buildings to be located outside of the Town of Peru Sewer District.
7. If a deed is not listed on the Town Assessment Roll, a copy of a deed will be required.
8. A set of plans bearing the official seal, stamp and signature of a New York State registered architect or licensed professional engineer must be submitted to the Code Enforcement Official prior to the issuance of a permit for any residential or commercial building and major alteration or renovation. The plans and permit documentation become a permanent record of the project. A plan review will be completed before the permit is issued.
9. Questions concerning water/sewer district can be answered by the Water/Sewer Superintendent (643-8125). Those concerning lots abutting town roads should be directed to the Highway Superintendent (643-8657).
10. Providing all requirements are met and are in compliance with the Town of Peru's Zoning Ordinance and upon payment of the stipulated fee, a building permit can be issued. The permit is valid for two years.
11. Issuance of this building permit requires that the Town of Peru building inspector be allowed to make all required inspections related to said permit. It is the applicant's responsibility to schedule all inspections with the Code Enforcement Official during the construction process.
12. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Official.

Codes Office Hours
Monday - Friday 9:00am to 3pm
Every 2nd and 3rd Wednesday of the Month - 12pm to 6pm

Visit our website at www.perutown.com

**TOWN OF PERU
BUILDING PERMIT APPLICATION**

Property Tax Map # _____ Zone _____ Date _____ Fee _____ Appl # _____
 Property Owner _____ Phone # _____
 Mailing Address _____ Town _____ State _____ Zip _____

Applicant _____ Fax # _____ Phone # _____
 Mailing Address _____ Town _____ State _____ Zip _____
 Email Address _____

Lending Inst. _____ Contact _____ Fax # _____ Phone # _____
 Plan Professional _____ Fax # _____ Phone # _____
 Mailing Address _____ Town _____ State _____ Zip _____

Contractor _____ Phone # _____
 Mailing Address _____ Town _____ State _____ Zip _____
 Email Address _____

Project Location _____
 Lot Size/Dimensions _____ Est Compl Date _____ Project Cost _____
 Set Backs: Front _____ Back _____ Left Side _____ Right Side _____

PERMIT USE:

- Erect
- Install
- Repair
- Alter
- Replace
- Extend
- Change of Use
- Occupy
- Move
- Demolish

PERMIT TYPE:

- Commercial/Industrial
- Residence -Site Built/Modular
- Manufactured Home-Single Wide/Double Wide
- Garage
- Accessory Structure (storage shed, fence, etc.)
- Porch/Deck
- Pool - In Ground/Above Ground
- Pole Barn
- Sign
- Chimney
- Liquid Fuel Appliance
- Solid Fuel Appliance
- Other _____

DOES THE PROPERTY HAVE:

- Public Water
- Existing Well
- Public Sewer
- Existing Septic System
- New Private Well
- New Septic System
- Other _____

Plans are: attached/enclosed shipped separately not supplied
 Plot Plan attached: Has any work on the project been started or completed?
 Is the site in? flood plain wetland area the A. P. A.
 Zone _____ Is the project in compliance with the Town of Peru Zoning Ordinance?

CONSTRUCTION CLASS:

- Type I (non-combustible)
- Type II (non-combustible)
- Type III (non-combustible exterior)
- Type IV (Heavy Timber)
- Type V (combustible)

USE AND OCCUPANCY CLASSIFICATION:

- A - Assembly
- H - High Hazard
- S - Storage
- B - Business
- I - Institutional
- U - Utility/Misc.
- E - Educational
- M - Mercantile
- F - Factory/Industrial
- R - Residential

Application Fee Rcvd: _____ Cash _____ Check _____ **Make checks payable to the Town of Peru**
 Date Application Received: _____ Reviewed/Approved _____
 Assessor Review _____ Date _____

Drive way	Address Form	Water	Sewer	CC Septic	Liability	Worker's Comp	Plot Plan	Bldg Plans	A. P. A.	Flood Plain	Energy Audit	DEC Wetland	AG	Rough Lumber

COMMERCIAL/INDUSTRIAL:

Size _____ Style _____ Foundation Type _____
 Number of Stories _____ Number of Rooms _____ Number of Restrooms _____
 Heat Type _____ Fuel Type _____ Foundation Type _____

ALL RESIDENTIAL: (Site Built, Modular, Manufactured Single Wide, Manufactured Double Wide)

Size _____ Style _____ Number of Stories _____
 Number of Rooms _____ Number of Bedrooms _____ Number of Baths _____
 Heat Type _____ Fuel Type _____ Foundation Type _____
 Fireplace _____

ADDITIONAL MODULAR INFORMATION:

Manufacturer _____ Date of Manufacture _____
 Attach NYS Dept. of State Codes Division Approval:
 2 Page Noting Restrictions or Absence Thereof

ADDITIONAL MOBILE HOME INFORMATION:

Mobile Home Park Name _____ Lot # _____
 Make _____ Year _____ Size _____
 Serial # _____ Hud # _____

GARAGE/SHED:

Size _____ Attached _____ Detached _____
 Foundation Type _____
 If attached, is fire barrier detail on print? _____

POOLS:

Please submit a plot plan showing:

1. Location of pool
2. Distance from buildings, overhead utility lines, underground electrical/water lines, septic system, well, property lines, etc.
3. Height & location of barrier/fences/gates/door alarms
4. Pool equipment location and clearances

SIGN:

Please provide the following information:

- Plot Plan Showing:
 1. Location of the sign
 2. Distance from buildings, roads, utility poles, property lines
 3. Existing signs/sizes & dimensions, etc.
- Drawing of the proposed sign including:
 1. Dimensions
 2. Area in square feet
 3. Structural supports/brackets
 4. Height (from ground to top/bottom)
 5. Text/Lettering
 6. Colors
 7. Lighting/Illumination (interior/exterior, neon, flashing, etc.)

PORCH/DECK:

Size _____ Foundation/Piers: _____
(Porches and decks attached to buildings with frost walls and full foundations are required to have footings below frost depth.)

POLE BARN:

Size _____ Pole Size _____
Pole Spacing _____ Floor Material _____

OTHER CONSTRUCTION: _____

ADDITIONAL COMMENTS: _____

REMEDIES & PENALTIES:

Section 10. Local Law #2, 1986. *NYS UNIFORM FIRE PREVENTION AND BUILDING CODE*

In addition to the remedies prescribed by the Code, any person, corporation, association, firm or partnership that fails to remedy the condition found to exist in violation of the code and this local law shall be subject to a fine of not more than \$250.00 or imprisonment for a period not exceeding fifteen (15) days, or both such fine and imprisonment.

Each violation that continues to exist beyond the date fixed in the order of the Code Enforcement Official to remedy the violation shall be deemed a separate offense.

STATE OF NEW YORK)

ss

County of Clinton)

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A Misdemeanor. (PL210.45)

Affirmed under penalty of Perjury

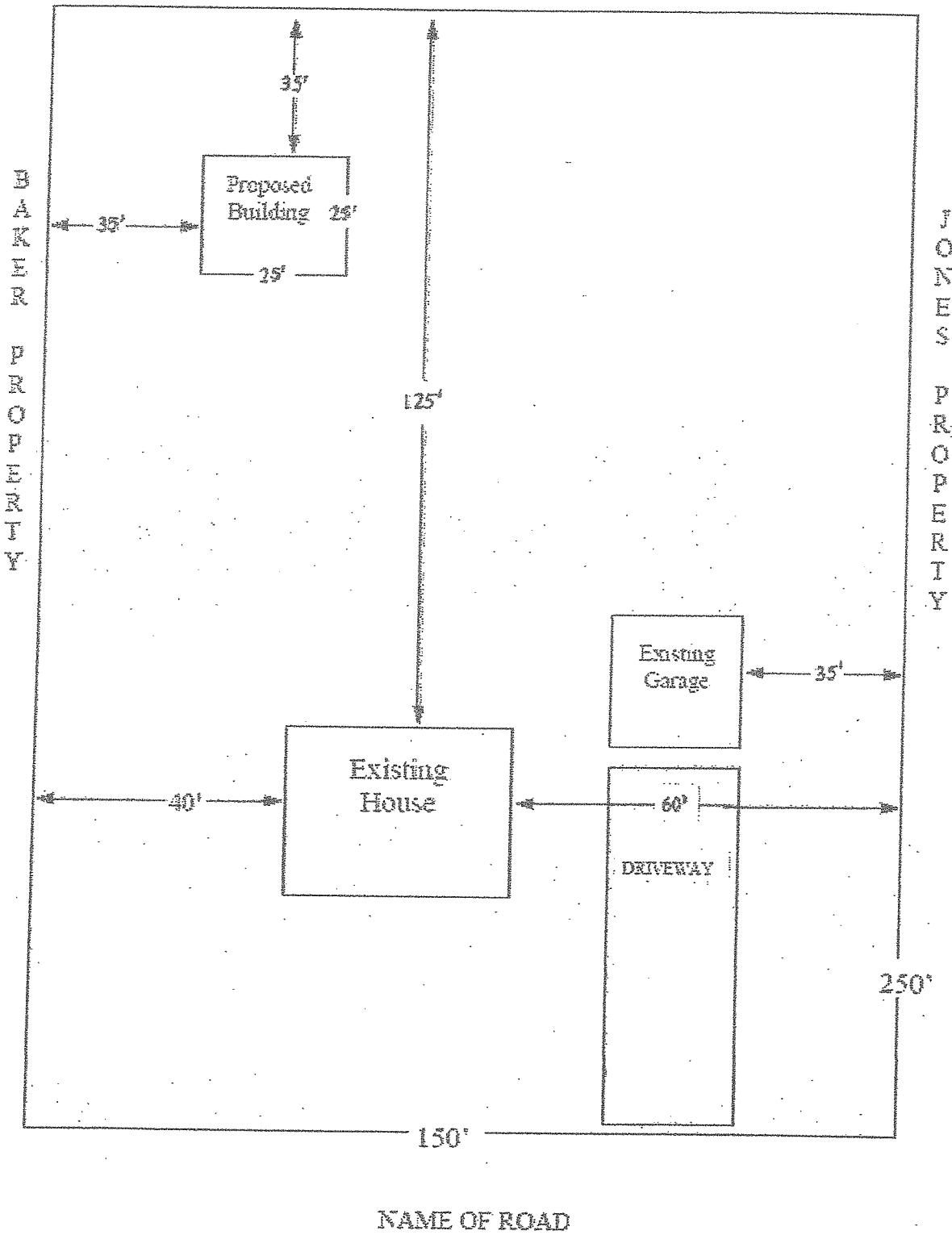
This _____ day of _____

Signature of Applicant

SAMPLE ONLY

YOUR PLOT PLAN SHOULD LOOK LIKE THIS

SAMPLE ONLY



Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3, or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party. ****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3, or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual (s) that is (are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregated hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- Acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE- 200 exemption form; OR
- Have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption for that coverage on forms approved by the Chair of the NYS Worker's Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

BP-1 (12/08

NY-WCB

Sworn to before me this _____ day of

_____, _____.

(County Clerk or Notary Public)