

Town of Machias
COUNTY of CATTARAUGUS
CODE ENFORCEMENT OFFICE

BUILDING APPLICATION

- a. Application must be completely filled in, with **EVERY** line answered. If it does not apply, enter N/A. Type or Print legibly. Submit in duplicate to the Code Enforcement Office.
- b. A **PLOT PLAN** is part of this application. Please follow the directions on attached Plot Plan Form.
- c. Application must be accompanied by 2 complete sets of plans showing proposed construction & 2 complete sets of Specifications. Plans and specifications shall describe the nature of the work to be performed, the materials & equipment to be used (installed), and details of structural, mechanical, electrical & plumbing installations.
- d. Upon approval of this application, the Code Enforcement Office will issue a Building / Zoning Permit together with an approved duplicate set of plans and specifications. Such Permit, Approved Plans, and Specifications shall be kept on the premises, available for inspections throughout the progress of work.
- e. No building shall be occupied, used in whole or in part, for any purpose until a **Certificate of Occupancy** has been granted by the Code Enforcement Office.
- f. A **Certificate of Approval** from the New York Board of Underwriters is required before a Certificate of Occupancy can be issued.
- g. This permit is valid for 6 Months, from the date of issuance.

Date of Application: _____

Building Permit Fee: _____

Permit Number: _____

Renewal (Y/N): _____

S.B.L. or Property ID Number: 045800 _____

Owner(s): _____

Applicant/Contractor: _____

Company Name: _____

Address: _____

Mailing Address: _____

Phone: _____

Phone: _____

Insurance Information: _____

Existing Use & Occupancy of Premises: _____

Intended Use & Occupancy of Proposed Construction: _____

Is Site in a Flood Zone? _____

Setbacks: Front: _____

Lot Size: _____

Does Site have any Wetland lands? _____

Rear: _____

Access to Public Streets: _____

Cost of Construction: _____

L. Side: _____

In Compliance with Building Codes: _____

Corner / Interior Lot: _____

R. Side: _____

Signature of Applicant: _____ Date: _____

Approved: _____ Disapproved: _____ Reason for Disapproval: _____