

# Town of Machias

## Building Permits Application

The Town of Machias utilizes a software package to collect information for the issuance of building permits and manage other business associated with enforcing the Uniform Code of NYS.

There is no online application. Permit applications are done in person during office hours (Tuesday 4PM- 6PM) or by appointment.

Please be advised that your application and information may require detailed review, and therefore your permit may not be issued “on the spot”. Plan accordingly.

In an effort to expedite processing your information, please be prepared with the following:

- Owner of Record
- Property Address
- Complete description of work to be performed.
- Contractor name, address and telephone number
- Copy of contractor’s workers compensation policy and liability insurance (Accord) with Town of Machias named as certificate holder **(Please note that Amish are not exempt)**.
- If you plan on doing the work as the owner, NYS requires you to either purchase a workers compensation policy or provide a CE-200 waiver (Available on NYS Insurance Fund website).
- Plans stamped by licensed Architect or Professional Engineer where applicable (new homes, structural changes, etc.), drawings, sketches, bill of materials, truss certifications.
- Demolitions may require lead and asbestos testing depending on the age of the structure, or by signing an attestation that you have been made aware of your obligation to do so.
- Survey/ Drawing showing property boundaries, location of proposed work relative to lot lines, easements, utilities or any other encumbrances. It is the responsibility of the owner / contractor to make sure you are legally building on your property.
- For electrical work, please indicate who you will be using for the 3<sup>rd</sup> party inspection
- Other documents, permits, plans as required (project specific)