

BERNARD BARNES
Mayor

Karen Crouse – Treasurer
Mary Rackmyer – Village Clerk

Norman Mastromoro
Village Attorney

VILLAGE of ST. JOHNSVILLE
16 Washington Street
St. Johnsville NY, 13452
INCORPORATED 1857

Charles Straney
Deputy Mayor

Trustees
CONNIE GRANT
GENE COLORITO

James Castrucci

Village Office

Phone: 518-568-2221

Fax: 518-568-7716

TDD: 315-477-6447

Building Permit Application Instructions

The Village of St. Johnsville is responsible for enforcing the New York State Uniform Fire Prevention and Building Code (Uniform Code). Consult the Village of St. Johnsville, Department of Building Codes for more information on property requirements and any information pertaining to building codes. Application procedures regulations are contained in part 442. Title 19 of the Official Compilation of Codes, Rule and Regulations of the State of New York (NYCRR); copies of this code are available upon request. A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Department of Building Codes must be notified of any changes to information contained in the application during the period for which a permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvements, removal, relocation of any building or structure except as noted below; and **BEFORE** the installation of heating equipment or wood burning devices.
ITEM INSTRUCTIONS FOR THE APPLICATION: (items not listed are self-explanatory). For further assistance, contact the acting Codes Enforcement Official.

- 1) The tax map or property ID number can be obtained from the Village Clerk, by consulting the appropriate tax map, through your county real property tax office or by checking your property tax bill. A permit cannot be issued without this number.
- 2) Worker's Compensation and Disability is necessary if you will pay wages to anyone working on the project. You will need a Workers Compensation or Exempt form CE200 filled out and returned to the Village. If a contractor will be conducting the work then the Village will need proof of Liability Insurance, Workers Comp and Disability from the contractor prior to issuing the permit.
- 3) Contractors who are conducting "Home Improvements" are to follow the NYS Consolidated Laws, General Business, Chapter 20, Article 36-a Home Improvements Contracts, Section 770-776.
- 4) Cost- alteration or addition cost includes the material and labor cost. Project costs do include direct cost for electrical hook-ups, foundation systems, etc.
- 5) Undertaking activity that requires a building permit prior to obtaining such a permit will result in a stop work order being issued until permit is obtained and a fine of double the fee.
- 6) Please make sure that everything is filled out to the best of your knowledge. If insufficient information is provided then the approval process will be held until enough information is provided. Be sure to sign and date the application.
- 7) Check the permit fee sheet to determine the amount of the permit. Make check payable to Village of St. Johnsville
- 8) Submit two sets of plans and specifications stamped by a licensed architect or engineer with their seal and signed by them and completed application for new residential and commercial structures 1,500 square feet and larger or costing more than \$20,000. For smaller projects you will need to submit two (2) copies of detailed drawings on regular paper to the Village of St. Johnsville Building Codes Dept. for review.
- 9) Swimming Pools will need to submit a copy of the electrical inspection certificate before any issuance of Certificate of Compliance.
- 10) PERMIT REVIEW MAY TAKE UP TO (45) DAYS BEFORE ISSUE OF PERMIT. Then it is the responsibility of applicant to notify, in advance (min 48 hrs.) the Code Enforcement Officer of any inspections due in order to advance to next stage of work. DO NOT PROCEED WITHOUT APPROVAL OR A STOP WORK ORDER WILL BE ISSUED.

NOTE: Issued Building Permits are good for a period of one Year. After which you will need to apply for an extension or new permit. All inspections must be current for any approval of any extension.

Please retain this page for your information.

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

BUILDING PERMIT APPLICATION

**** Read the following Directions Carefully ****

- ⊙ PERMIT REVIEW MAY TO UP TO 90 DAYS BEFORE ISSUE OF PERMIT.
- ⊙ EXPERATION OF A BUILDING PERMIT IS ONE YEAR FROM DATE OF ISSUE AFTER WHICH A NEW RENEWAL OR EXTENSION WILL NEED TO BE APPLIED FOR.
- ⊙ This is an application, not a building permit.
- ⊙ No work shall commence before building permit is approved or issued.
- ⊙ ** If work is started without approval then the fee will be double the original amount. **
- ⊙ All information must be provided before approval of application.

Checking this box means you understand the conditions set forth above.

SBL #: _____ FOUND ON TAX BILL, VILLAGE OR COUNTY REGISTRY

NAME: _____ PHONE: _____

RESIDENCE: _____

LOCATION OF CONSTRUCTION: _____

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Racknyer

CONTRACTOR: _____

PHONE: _____

NEIGHBORING PROPERTIES:

NORTH: _____

WEST: _____

SOUTH: _____

EAST: _____

Description of proposed construction (size, alteration, repair, demolition & etc.)

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

TYPE OF WORK

(Circle One or More)

Addition: Bath Kitchen _____ Room
Garage Barn Deck Pool
Porch Other _____
Size _____

Alteration: Bath Kitchen Basement
Deck Porch Other _____
Size _____

Dimensions & Materials

1. Foundation: Footing Size: _____

Concrete Strength: _____

Reinforcing: _____

2. Foundation Wall: Poured Concrete: _____ Size: _____

Cement Block Size: _____

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

3. Framing: Outside Wall: _____

Inside Wall: _____

Floor Joists: _____

Rafters: _____ Truss: _____

4. Insulation: Foundation: _____

Floors: _____

Wall: _____

Ceiling at Roof: _____

5. Wall Finish: Outside: _____

Inside: _____

6. Roofing: Type: _____

No more than two layers are allowed on any roof. Otherwise rip off and replace.

7. Heating: Type: _____

New ____ - Addition ____ - Replacement ____

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

8. Plumbing: New _____ - Addition _____ - Replacement _____

Description: _____

9. Electric: New Service _____ Amps _____

New Panel: _____ Amps _____

Smoke Detectors _____ Carbon Monoxide Detectors _____

All new and added wiring requires a Third Party Electrical Inspection.

Additional

Information: _____

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

Plot Plan

Please indicate the existing structures and the placement of the new construction on the property. (along with the location of the well and septic system – if applicable)

A large empty rectangular box with a thin black border, intended for the plot plan drawing. It occupies the majority of the lower half of the page.

Village of St. Johnsville
16 Washington St.
St. Johnsville, NY 13452
518-568-2221

Mayor: Bernard Barnes

Village Clerk: Mary Rackmyer

Estimated Cost: \$ _____

Estimated Time of Start and Finish

From: _____ to: _____

IT IS UNDERSTOOD THAT ALL CONSTRUCTION, REPAIRS, ALTERATION\$ OR DEMOLITION
WILL BE DONE IN ACCORDANCE WITH THE NEW YORK STATE UNIFORM BUILDING AND
FIRE PREVENTION CODE:

CODE ENFORCEMENT OFFICIALS WILL MAKE INSPECTIONS AT ANY TIME. IT IS ALSO
NECESSARY BEFORE ANY PERMIT FOR BUILDING IS ISSUED THAT TWO SETS OF
DRAWINGS OR BLUEPRINTS MUST BE SUBMITTED.

INFORMATION MAY BE REQUIRED FOR CLARIFICATION IF NECESSARY

APPLICANTS SIGNATURE: _____ DATE: _____

For office use only

APPROVED: _____ DENIED: _____

REASON FOR DENIAL: _____

CEO SIGNATURE: _____ DATE: _____

VILLAGE OF ST. JOHNSVILLE
BUILDING PERMIT FEE SCHEDULE

Type of Project	Fee
One and two family house, Multi-family. New/ additions/alterations (excludes garage and deck square footages) PV Arrays	<p>\$.18 per sq. ft. of floor space. \$ 150.00 minimum for new \$ 50.00 minimum for additions \$ 25.00 minimum for alterations</p>
Commercial or Industrial. New/ additions / alterations	<p>\$.21 per sq. ft. of floor space 0 to 50,000 sq. ft. \$.14 per sq. ft. of floor space for each additional sq. ft. exceeding 50,000 sq. ft. \$ 250.00 minimum for new. \$ 100.00 minimum for additions \$ 50.00 minimum for alterations</p>
Warehouse/ Shell Only/ Interior build out of shell space for which a shell only permit was issued	<p>\$.12 per sq. ft.</p>
Decks	<p>\$.28 per sq. ft. of floor space \$30.00 minimum per deck</p>
Repairs/replacements, alterations involving less than 200 sq ft of floor area / Miscellaneous structures, such as sheds, swimming pools, stairs, ramps, satellite dishes etc.:	<p>Valuation Fee (\$ 25 minimum) \$0.00 - \$ 10,000 \$ 8.00 / \$1000 of valuation \$10,001-\$50,000 \$ 5.00/ \$1000 of valuation \$50,001 + \$ 4.00/ \$1000 of valuation <u>No permit required for cosmetic work with valuation less than \$1000.00</u></p>
Fences	<p>\$20.00</p>
Re-Roofing	<p>\$ 3.00/ \$1000 of valuation (\$20.00 minimum) (No permit required for area less than 200 sq ft.)</p>
Residential Garage (Attached or Detached)	<p>\$75.00 flat fee \$25.00 minimum for an addition to existing garage</p>
Razing (One story buildings less than 200 sq. ft. in size are exempt from obtaining a permit)	<p>1/3 of the perimeter of the building, in feet, at grade multiplied by number of stories above grade = the fee in dollars. \$ 50 minimum</p>
Certificate of Occupancy	<p>\$25.00</p>