

**Town of Owasco**  
2 Bristol Avenue  
Auburn, New York 13021

**J. Patrick Doyle**  
Code Enforcement Officer  
Email: codes@owascony.gov

Office Phone: 315-253-9021

Fax: 315-253-2683

Cell Phone: 315-729-3921

Application No. \_\_\_\_\_

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

Fee: \$ \_\_\_\_\_

**Application for Building/Zoning Permit**  
**(Not a Permit)**

**IMPORTANT INSTRUCTIONS, PLEASE READ CAREFULLY.**

1. Application must be complete. Please type or clearly print in ink all necessary information.
2. Completed Application must be submitted to the Owasco Town Clerk with appropriate fee before review process can begin.
3. Application must be supported with the following documents:

**MINOR PROJECT:** A. Plot plan (see attached sample)  
B. Sketch of project and/or specifications/materials list.

**MAJOR PROJECT:** A. Three (3) copies of plot plan signed  
B. Three (3) copies of design drawings signed and sealed by a licensed architect or licensed professional engineer.  
C. One (1) copy of approval from developer, if in Planned Development District.

**PLEASE COMPLETE:**

Location of property: 10 Bristol Ave.  
(Street or Firelane No., Lot No., Nearest Road)

Tax Map No.: 123.07-7-510

Name of Owner: Dan & Katy Vitale

Address: 10 Bristol Ave

Phone, Email (315)246-4213 (585)490-4363 vitale.katy@gmail.com  
(Phone) (Cell) (Email)  
Dan Katy

**Application for Building/Zoning Permit (continued)**

**A. PROJECT CONTACTS:**

Builder (If self, so indicate) Joe Smith (Lakeside Construction)  
Address 8068 state street, Port Byron, ny 13140  
Phone / Cell / Email (315) 515-8693  
Architect or Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone / Cell / Email \_\_\_\_\_

**B. NATURE OF WORK (CHECK ALL APPROPRIATE CATEGORIES BELOW):**

**Existing Structure(s)**

- |                              |                          |
|------------------------------|--------------------------|
| 1. Repair (structural) _____ | 4. Removal _____         |
| 2. Addition <u>✓</u>         | 5. Demolition _____      |
| 3. Alteration _____          | 6. Other (specify) _____ |

**New Structure(s)**

- |   |  |
|---|--|
| 1. Single Family _____  | 3. Two Family _____  |
| 2. Accessory Buildings:<br>Garage: <u>   </u> Attached <u>   </u> Detached<br>Shed <u>   </u> | 4. Deck: <u>   </u> Covered <u>   </u> Open<br>5. Swimming Pool: <u>   </u> Above <u>   </u> Below<br>6. Other (specify) _____ |

**C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED:**

- |                  |                          |
|------------------|--------------------------|
| 1. Wood <u>✓</u> | 3. Block <u>✓</u>        |
| 2. Brick _____   | 4. Other (Specify) _____ |

**D. TYPE OF FOUNDATION:**

- |                          |                        |
|--------------------------|------------------------|
| 1. Cellar _____          | 3. Basement _____      |
| 2. Slab _____            | 4. Crawlspace <u>✓</u> |
| 5. Other (Specify) _____ |                        |

**E. COMPLETE THE FOLLOWING:**

1. **Water Source:** Public ✓ Private Well \_\_\_\_\_ Other \_\_\_\_\_  
2. **Sewage:** Public ✓ Private\* \_\_\_\_\_ None \_\_\_\_\_  
\* If private, has sewage disposal permit been applied for Yes \_\_\_\_\_ No \_\_\_\_\_

- |   |              |                          |
|---|--------------|--------------------------|
| 3. Will the project involve plumbing?   | Yes <u>✓</u> | No <u><del>   </del></u> |
| 4. Will the project involve H.V.A.C.?   | Yes <u>✓</u> | No <u><del>   </del></u> |
| 5. Will the project involve electrical? | Yes <u>✓</u> | No _____                 |

**F. COST OF THIS PROJECT: (all labor\* and materials) \$ 45,000  
\* estimate your labor, if applicable.**

**Application for Building/Zoning Permit (continued)**

**G. ZONING DISTRICT OF PROPERTY (Circle One)**

1. Residential

2. Agricultural/Residential

3. Lakeshore

**H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (Circle One)**

1. Residential

2. Agricultural/Residential

3. Lakeshore

4. Other (Specify) \_\_\_\_\_

**I. PRINCIPAL USE OF THIS PROPOSED PROJECT. (Describe) added space for mother/mother-in-law**

**J. DIMENSIONS OF TOTAL PROPERTY (If applicable)**

Lot size: Length 165' (X) Width 60' (=) Total sq. ft. 9,900

Existing Buildings:  
house Length 42' (X) Width 40' (=) sq. ft. 1,680

garage Length 18' (X) Width 20' (=) sq. ft. 360

shed Length 12' (X) Width 8' (=) sq. ft. 96

Total square footage – Existing buildings 2,136

**K. DIMENSIONS OF PROPOSED PROJECT (If applicable)**

Length 30' (X) Width 12' (=) Total sq. ft. 360

Height 12'-14' Number of stories 1

**L. PROPERTY LINE SETBACKS OF PROPOSED PROJECT. (If applicable)**

Front lot line setback \_\_\_\_\_ ft. Side lot line setback \_\_\_\_\_ ft.

Rear lot line setback \_\_\_\_\_ ft. Side lot line setback \_\_\_\_\_ ft.

**M. ENCLOSED LIVING AREA. (If applicable) Total sq. Ft. \_\_\_\_\_**

**GENERAL INFORMATION PERTAINING TO THIS APPLICATION**

This application will be reviewed by the Code Enforcement Officer and/or the Town Consulting Engineer. If disapproved, a letter of denial explaining reason(s) for denial will be issued to applicant. If approved, a BUILDING/ZONING PERMIT will be issued to the Applicant.

Work covered by this APPLICATION shall not commence prior to the issuance of a PERMIT. The PERMIT shall be valid for a period of twelve (12) months from the date of issuance. Construction under the PERMIT must be substantially complete within twelve (12) months or an extension must be obtained from the Code Enforcement Officer. A NOTICE OF PERMIT (issued by the Town) must be kept on the premises, publicly visible, throughout the progress of work.

**Application for Building/Zoning Permit (continued)**

This project may involve work requiring approval of various outside agencies. Certain outside agency approvals may be required prior to the issuance of a Permit. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of a Certificate of Occupancy or Compliance. Examples, not limited to the following, would be:

<u>Project Involvement</u>	<u>Agency</u>
1. Land division, SEQR, etc.	Owasco Planning Board
2. Zoning matters, SEQR	Owasco Zoning Board of Appeals
3. Public water, sewer	Owasco Water, Sewer Departments(s)
4. Private septic system	Cayuga County Health Department
5. N.Y.S. Roads	NYS Dept. of Transportation
6. Floodplains, wetlands	NYS Dept. of Environmental Conservation
7. Streams, Lakes, etc.	U.S. Army Corps of Engineers

Application for a CERTIFICATE OF OCCUPANCY OR COMPLIANCE is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain a Certificate of Occupancy or Compliance.

The Town Code Enforcement Officer and/or Building Inspector, upon the display of proper credentials and in the discharge of his duties, shall be permitted to enter upon the premises covered by this application with out interference, for the purposes of inspecting, during normal working hours.

No person shall make any changes to the plans herewith submitted or of the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

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I certify that the answers to the questions set forth in this APPLICATION are true, correct and complete. Additionally, I agree that, in the event the PERMIT is approved, to comply with the provisions of all State of New York and Federal Government laws, rules and regulations, as they pertain this APPLICATION.

Signature:   
(Owner or authorized agent)