Application Guidance

Single-Family and Two-Family Residences and Townhouses (Excluding Manufactured Homes)

Sections 1–13
Pages 4–5
Page 8: Signature and date
Page 9: Notarized signature
Checklist (page 20): Items 1–7

Construction plans must be stamped by a New York State-licensed design professional. If the project includes a porch, deck, or attached garage, include those plans with the application. New York State-engineered septic plans must also be submitted before a construction permit can be issued, unless they were previously provided.

Manufactured Homes

Sections 1–13
Pages 4–5
Page 8: Signature and date
Page 9: Notarized signature
Checklist (page 20): Items 1–7

All construction plans must be stamped by a New York State-licensed design professional. Submit the manufacturer's original specifications with New York State-stamped foundation plans and plans for any porch or deck providing the required minimum of two means of egress. New York State-engineered septic plans must also accompany the application unless previously submitted.

Commercial projects

1st step: Zoning Review, 2nd step Planning Board Review, 3rd step Building permits

Depending on the scope and nature of your project, a series of zoning reviews may be required. Before beginning your project, please confirm that it complies with applicable zoning regulations by contacting Christine Heath, Zoning Officer.

The zoning designation of your property determines the types of projects and uses that may be permitted. To help ensure a smooth review process, you may wish to schedule a meeting with the Zoning and/or Building Department before submitting applications for approvals or building permits. This meeting can provide an opportunity to discuss your project, identify any applicable requirements, and better understand the steps involved in the review and approval process.

Construction plans stamped by a NYS Design Professional will be required for commercial projects to receive a building permit.

Building Application
Sections 1-13
Pages 4-5
Page: 8 Signature and Date
Page 9: Notarized signature
Checklist (page 20): Items 1-7

Change of Use Commercial

Sections 1-4, 8, 11-13
Pages 4-5 ,8-9
Checklist 1-4. 6-7
Requires stamped plans to include occupancy, fire safety, floor plan, complete construction plans, wastewater plans & potable water system (if applicable)

Additions

Sections 1–13
Pages 4–5
Page 8: Signature and date
Page 9: Notarized signature
Checklist (page 20):
Items 1–4 and 6–7
Construction plans must be stamped by a New York State-licensed design professional. Adding bedrooms may require a septic system upgrade and New York State-engineered septic plans. Please contact the department before submitting your application.

Relocation

Sections 1–13
Pages 4–5 and 8–9
Checklist (page 20):
Items 1–7, as applicable
Construction plans may need to be stamped by a New York State-licensed design professional. Please contact the department before submitting your application.

Decks

Sections 1–3 and 8–13
Pages 4 and 8–9
Checklist (page 20):
Items 1–4 and 6–7

Septic

Section 1-3, 10-13
Pages 4, 8-9
Checklist
1-4, 6-7
Requires construction plans stamped by a NYS Engineer

Alteration

Section1-4,8, 10-13
Pages 4-5, 8-9
Checklist
1-4, 6-7
May require construction plans stamped by a NYS design professional. Please check with the department before submitting your application into the department.

Demolition

Section 1-4, 6-13
Pages 4-5 (fill out section for contractor that pertains to project)
Pages 8-9
Checklist
1-2,3,6-7
Asbestos survey is required to be submitted for all demolition work And must include abatement contractors' licenses and insurance policies (see section 7 of the checklist) as well as all other contractors and their insurance policies (see checklist #7)

Swimming Pool

Section 1-3, 8-13
Page 4-5. 8-9
Checklist 1-4, 6-7
Manufacturers specifications need to be submitted with the application for the installation and design of all pools in place of construction plans
Public Swimming Pools will require Department of Health approval

Repair/Replacement

Sections 1-3, 8, 10-13
Pages 4-5, 8-9
Checklist 1-3, 4 if applicable, 6-7

Accessory Structures

Section 1-4, 6-13
Pages 4-5, pages 8-9
Checklist
1-4. 5 (if applicable), 6-7

Signs

Section 1-3, 10-13
Pages 4, 8-9
Checklist 1-4, 6-7

Building Permits Required

- **General Rule:** You must obtain a building permit before starting any work that must conform to the Uniform Code or Energy Code.

- **Covered Work:** Includes construction, enlargement, alteration, improvement, removal, relocation, or demolition of any building or structure, plus installing specific items like solid-fuel-heating appliances, chimneys, or flues.

- **Restriction:** No person may start this work without first getting a permit from the local code enforcement officer or town

EXEMPTIONS

- **Small Sheds/Playhouses:** One-story detached structures (like tool sheds or playhouses) for one- or two-family dwellings, provided the gross floor area does not exceed 144 square feet.

- **Playground Equipment:** Swings and similar play structures for residential properties.

- **Small Above-Ground Pools:** Swimming pools designed for water depth under 24 inches and installed entirely above ground.

- **Retaining Walls:** Unless the wall supports a surcharge or impounds hazardous/Class I, II, or IIIA liquids.

- **Basic Repairs:** Ordinary repairs that do not impact structural systems, required means of egress, or fire protection systems. This does not include Removal of all wall coverings, and or insulation, under 50% of window replacement

🏠 Structural & Exterior Repair Exemptions

- **Roofing & Siding:** Non-structural "like-for-like" repair or replacement of shingles, siding, or trim is exempt, provided you do not alter the underlying structural roof decking or framing.
- **Windows & Doors:** Replacing existing windows and exterior doors is exempt, **strictly on the condition** that the original rough opening size is not enlarged or altered structurally and less than 50% of the windows is being replaced.
- **Sheds & Outbuildings:** Construction or repair of a single-story detached tool/storage shed or playhouse is exempt, provided the gross floor area **does not exceed 144 square feet**.
- **Decks & Porches:** Minor repairs to existing deck floorboards or railings are generally exempt. However, replacing or expanding a deck requires a permit.

🛠️ Interior & Cosmetic Repair Exemptions

- **Surface Finishes:** Painting, wallpapering, tiling, carpeting, plastering, and drywall patching are completely exempt.
- **Millwork & Cabinetry:** Repairing or replacing built-in kitchen cabinets, bathroom vanities, countertops, and interior trim.

Mechanical & Plumbing Exemptions

- **Fixture Replacement:** Swapping out existing plumbing fixtures (like sinks, toilets, or faucets) are exempt, provided you do not touch or extend the underlying rough-in piping.
- **Portable Appliances:** Installing listed portable heating, ventilation, cooling, or plumbing appliances (such as a window A/C unit or plug-in space heater).
- **Like-for-like Equipment Replacement:** Replacing small mechanical components or portable equipment without altering the original listing, fuel type, or technical specifications
- Routine maintenance and minor servicing that do not touch or alter structural elements, combustion air supplies, or fire-safety systems.

Non-Compliant Work

- **No Waiver of Compliance:** An exemption from getting a building permit does **not** mean you are allowed to perform work that violates the Uniform Code or Energy Code.

IF YOU HAVE ANY QUESTION IN REGARD TO ANY OF THESE CATERGORIES OR ARE UNSURE IF THE WORK THAT YOU WILL BE PERFORMING WILL REQUIRE A BUILDING PERMIT OR NOT, PLEASE REACH OUT TO THE DEPARTMENT, WE WILL BE HAPPY TO ASSIST YOU.