

# TOWN OF GROTON BUILDING PERMIT APPLICATION

Building Department - 607-898-4428 / 607-591-9898/ code@grotontown.com

**No Construction shall begin until a permit has been issued.**

Documents you will need to supply:

- Application Form & Fee**- to Groton Town Clerk at 101 Conger Blvd. (Po Box 36) Groton, NY 13073
- Plot plan** of the lot with dimensions for new and existing structures, septic and wells.
- Construction specification** drawings (professional stamped drawings may be required) or **Appliance specifications**
- Completed Affidavit of Exemption** for owner occupied residences.
- Workers Compensation Certification or a signed CE-200 Exemption** from your contractor. Info for a CE-200 [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/How-to-Obtain-Certificate-of-Exemption.pdf](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/How-to-Obtain-Certificate-of-Exemption.pdf)
- Sewage System Construction Permit** issued by the Tompkins County Department of Health, 607-274-6688 55 Brown Rd., Ithaca, NY 14850. Applications are on their web site [www.tompkinscountyny.gov/health/eh/owts/index](http://www.tompkinscountyny.gov/health/eh/owts/index)

Owner Name	E-mail	Date
Mailing Address		Phone
Project Address	Tax Map #	Flood Zone yes /no
Description of Work (Only 1 project per permit)	Serial Number of Manufactured Home	Cost \$
Building Use :	Total Acreage of lot :	Gross Construction Sq Ft
Check applicable: <input type="checkbox"/> Residential or <input type="checkbox"/> Commercial	Will any part of the building be a place used by the Public? Yes / No	
Will any part of the building be used for human habitation? Yes / No	Will any part of the building be a place of employment where agricultural products are processed, treated or packaged? Yes / No	
Builder / Contractor: Name & Phone		

## PROJECT COMPLETION - OCCUPANCY PROCESS

1. A Permit will be issued upon the review of a completed application which is the fee & all necessary documents. Construction can begin with permit prominently displayed. Permit is good for a one year.
2. Inspections are required- DO NOT COVER or add FILL unless instructed by the code official. Predetermine the stages of completion with your contractor and call or email at least two (2) days prior for an inspection.
3. Install the E911 sign if there is none. The permit will be closed and a Certificate of Occupancy or Completion will be issued after a final inspection. **NO OCCUPANCY OR USE ALLOWED UNTIL PERMIT IS CLOSED!!!**

I hereby affirm under penalty of perjury that all information provided in this application is complete, correct, and contains no misleading statements. I understand that any false or inaccurate information contained in the application or attachments; any construction changes made after the issuance of a building permit; or failure to schedule required inspections, may invalidate all permits issued under this application, and that I may be required to remove any buildings, structures, or other construction started or completed as a result. I certify that I have read and understand the permit process and all requirements.

I hereby license, permit and give privilege to the Town of Groton, or a designee, to enter the premises or land to conduct any onsite inspections. Such license or privilege is revoked once the Certificate of Occupancy or Completion is issued. I understand and agree that no building shall be occupied, used in part or in whole for any purpose, until first obtaining the Certificate of Occupancy or Completion.

Land Owner(s) Signature: \_\_\_\_\_

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

<p><input type="checkbox"/> <b>APPROVED</b> _____ Date</p> <p>Comment: _____</p> <p>Signed _____ Code Enforcement Officer</p>	<p><input type="checkbox"/> <b>DENIED</b> _____ Date</p> <p>Reason: _____</p> <p>Signed _____ Code Enforcement Officer</p> <p><b>VARIANCE</b> <input type="checkbox"/> <b>GRANTED</b> _____ Date</p> <p><input type="checkbox"/> <b>DENIED</b> _____ Date</p>	<p>Date Received _____</p> <p>Permit Fee _____</p> <p>Receipt # _____</p> <p>Activation Date _____</p> <p>PERMIT # _____</p>
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