

# Town of Eaton

P.O. Box 66

Morrisville, New York 13408

(315) 684-9179

Fax (315) 684-9299

Applications hereby made to the Codes Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions or alterations, as per Part 1203. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds \$20,000.00, or if the building, addition, or alteration will have an effect on either structural or public safety. The plans will also have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Dept. regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A percolation test and septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E. I request a 72-hour notice for an inspection of a septic system prior to back filling.

## INSTRUCTIONS

This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Codes Enforcement Officer. Plot plan showing location of a lot and of buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.

This application must be accompanied by two (2) sets of plans showing proposed construction. The work covered by this application may not commence prior to the issuance of a building permit. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit.

This Building Permit shall become invalid unless authorized work is commenced within six (6) months following date of issuance. **Building Permit is good for one (1) year.** Building permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of the work.

No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY OR COMPLETION** has been issued.

Any deviation from the approved plans must be authorized; the approval of revised plans is subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

PERMIT NO. \_\_\_\_\_

## **Building Permit**

### **Items needed**

1. A Building Permit application needs to be filled out and submitted with the items listed below. The application can be obtained at the Town of Eaton building located at 35 Cedar Street in the village of Morrisville.
2. The house plans (stick built) need to be submitted with the Building Permit application. These plans need to be signed and stamped by a licensed NYS engineer or architect if the house is larger than 1500 sq. ft. If the house is 1500 sq. ft. or smaller, plans are still required but an engineer or architect stamp and signature is not required.
3. If a house is a manufactured (single or double wide) or a modular home, plans are required along with a floor plan and foundation plan signed and stamped by an engineer or architect. If a manufactured home or modular home, check with place you are buying the home from.
4. The driveway needs to be approved by either the Town or County or State Highway Department, depending on which agency owns the road. Mark the location with stakes and call:  
Town Highway: 684-3118;  
Madison County Highway: 366-2221;  
NYS DOT: 336-0660 (Kevin Merchant).
5. An engineered septic system is required by the Town. Plans need to be submitted when the building permit application is submitted.
6. A 911 numbered address is required before a building permit can be issued. Call (315) 366-2338 to obtain the 911 address from the Madison County 911 Addressing Center.
7. A site/plot plan is required with the building permit application. The site plan should indicate the setbacks of the house from the front, side and rear yard property lines along with the well and septic system location.

**Electrical Inspections**

Electrical work must be inspected. The Contractor/Owner is responsible for the cost and filing the necessary application. You may use any N.Y.S. Licensed Electrical Inspector. No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

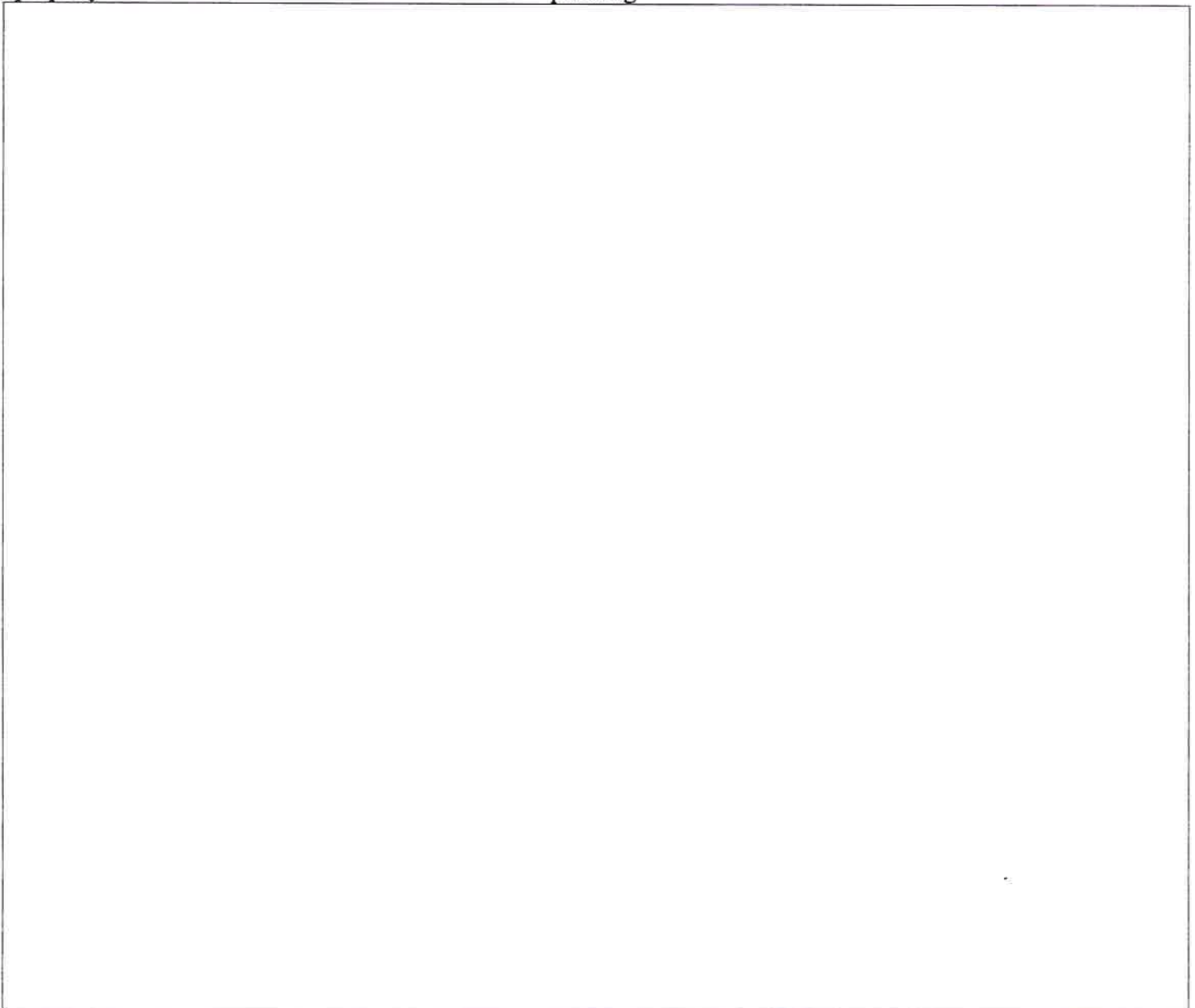
**NOTE: THIS BUILDING PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUANCE.**

\_\_\_\_\_  
Signature of Owner, Applicant

\_\_\_\_\_  
Printed or Typed copy of Signature

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**PLOT DIAGRAM**

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Show all street names and an arrow pointing to the north.



Construction Details if Professional Plans & Specifications are Not Attached.

**Footing:**

Width \_\_\_\_\_ Thickness \_\_\_\_\_ Depth \_\_\_\_\_

**Foundation wall:**

Block size or thickness \_\_\_\_\_ Height \_\_\_\_\_

Cellar Depth \_\_\_\_\_

**Wood Foundation:**

Lumber size \_\_\_\_\_ Spacing \_\_\_\_\_

Note: Wood foundations need to be insulated and sheet rocked for Certificate of Occupancy.

**Framing materials:**

Floor joist: Size \_\_\_\_\_ Spacing \_\_\_\_\_ Type of material \_\_\_\_\_

Walls: Size \_\_\_\_\_ Spacing \_\_\_\_\_ Type of material \_\_\_\_\_

Roof: Pitch \_\_\_\_\_ Rafters \_\_\_\_\_ Trusses \_\_\_\_\_

Span \_\_\_\_\_ Roof sheathing material \_\_\_\_\_

Windows: Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Insulation: Walls \_\_\_\_\_ Ceiling \_\_\_\_\_ Floor \_\_\_\_\_

Type of heat: \_\_\_\_\_

Septic designed by: \_\_\_\_\_

Foundation design by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF EATON**

Permit No. \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Owner \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Applicant is (check one or more) \_\_\_\_\_ owner \_\_\_\_\_ builder \_\_\_\_\_ other (specify) \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Compensation or General Liability Carrier & Policy No. \_\_\_\_\_

Project Location: City/ Town/ Village \_\_\_\_\_  
Street \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Nature of Work (check all that apply)

\_\_\_\_\_ deck \_\_\_\_\_ new home \_\_\_\_\_ addition \_\_\_\_\_ alteration (kitchen, bath, furnace)  
\_\_\_\_\_ porch \_\_\_\_\_ demolition \_\_\_\_\_ swimming pool Cost of alteration \$ \_\_\_\_\_  
\_\_\_\_\_ garage \_\_\_\_\_ mobile home \_\_\_\_\_ remodeling Cost of addition \$ \_\_\_\_\_  
\_\_\_\_\_ shed \_\_\_\_\_ manuf. home \_\_\_\_\_ wood stove or fireplace only  
\_\_\_\_\_ other (specify) \_\_\_\_\_

Sewage Disposal \_\_\_\_\_ new \_\_\_\_\_ existing  
\_\_\_\_\_ septic \_\_\_\_\_ municipal

If applicable, attach local or County Health Dept. approval.

Water Supply \_\_\_\_\_ new well \_\_\_\_\_ existing well \_\_\_\_\_ spring \_\_\_\_\_ municipal water supply

Flood Plain site \_\_\_\_\_ is \_\_\_\_\_ is not within a flood plain.

Wetland site \_\_\_\_\_ is \_\_\_\_\_ is not in a designated wetland.

Heating System \_\_\_\_\_ electric \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ warm air \_\_\_\_\_ baseboard  
\_\_\_\_\_ Heat pump \_\_\_\_\_ wood \_\_\_\_\_ separate air conditioning  
\_\_\_\_\_ other (specify) \_\_\_\_\_

Dimensions lot size \_\_\_\_\_ Existing building size \_\_\_\_\_  
New building size \_\_\_\_\_

Setbacks Front \_\_\_\_\_ Right side \_\_\_\_\_ Left side \_\_\_\_\_  
Rear \_\_\_\_\_

Estimated Costs \$ \_\_\_\_\_ Permit Cost \$ \_\_\_\_\_

**DESCRIPTION**

Describe the type of work to be done; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: INSPECTIONS ARE REQUIRED AT THE FOLLOWING SCHEDULE.  
YOU MUST CALL FOR INSPECTIONS!**

- |   |   |
|---|---|
| <b>1. Site Inspection</b>                     | <b>6. Insulation</b>                            |
| <b>2. Footer Forms (before pour)</b>          | <b>7. Fireplace</b>                             |
| <b>3. Foundation wall forms (before pour)</b> | <b>8. Sheetrock (if fire rated is required)</b> |
| <b>4 Foundation – before back fill</b>        | <b>9. Final for Certificate of Occupancy)</b>   |
| <b>5. Framing, Electrical &amp; Plumbing</b>  |   |

**APPLICANT CERTIFICATION** - I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

\_\_\_\_\_  
Signature of owner, or applicant \_\_\_\_\_ Date \_\_\_\_\_  
The application of \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_  
is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.  
Reason for refusal of permit; \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Codes Enforcement Officer

**Building Permit / Residential Construction (1 & 2 Family)**

**Application Fee**.....\$ 50.00  
Sq. Footage / .25cents per sq. ft. of building space.....\$ \_\_\_\_\_  
Inspections \_\_\_\_\_ x \$30.00.....\$ \_\_\_\_\_  
**Total Fee Paid**.....\$ \_\_\_\_\_

**Inspections**

- 1) Site Inspection
- 2) Footer Forms (before pour)
- 3) Foundation Wall Forms (before pour)
- 4) Foundation-before back fill
- 5) Framing, Electrical & Plumbing
- 6) Insulation
- 7) Fireplace
- 8) Sheetrock (if fire rated is required)
- 9) Final for Certificate of Occupancy or Compliance)

**Non-Residential Fee / .15 cents per sq. ft.**.....\$ \_\_\_\_\_  
Inspections \_\_\_\_\_ x \$30.00.....\$ \_\_\_\_\_  
**Total Fee Paid**.....\$ \_\_\_\_\_

**Building Permit / Commercial Construction**

**Application Fee**.....\$ 75.00  
Square Footage/ .35 cents per sq. ft. of building space.....\$ \_\_\_\_\_  
Inspections \_\_\_\_\_ x \$50.00.....\$ \_\_\_\_\_  
**Total Fee Paid**.....\$ \_\_\_\_\_

Check# \_\_\_\_\_ Money Order \_\_\_\_\_ Cash \_\_\_\_\_

Town Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Town of Eaton**  
**Miscellaneous Permit Fees**

Application Fee.....	\$ <u>50.00</u>
Residential Septic Permit.....	_____
Commercial Septic Permit.....	_____
Swimming Pools (In-ground or above ground 2 ft. & over)Spas & Hot Tub..... (Independent electrical inspection required)	_____
Decks (all decks require building permits).....	_____
Cell Tower - \$5.00 per ft. of height of tower .....	\$ _____
Antenna Tower - \$2.00 per ft. of height of tower..=.....	\$ _____
Residential Solar Permits.....	_____
Windmill(s) - \$3.00 per ft. to center hub of windmill, residential.....	\$ _____
- \$5.00 per ft. to center hub of windmill, commercial.....	\$ _____
Solar Array.....	_____
Fence..... (Includes application fee and Inspections).....	\$ <u>50.00</u>
Woodstove or any solid fuel stove or burner.....	_____
Installing generator..... (Independent electrical inspection required)	_____
Demolition Permit..... (Asbestos survey is required)	_____
<b>Total number Of Inspections</b> _____	<b>x \$30.00 \$</b> _____
<b>Permit Total\$</b> _____	
Any Planning Board or Zoning Board action requiring a public hearing.....	\$175.00
Site Plan Review.....	\$100.00
Recycling Plant License (initial).....	\$200.00
Recycling Plant Renewal.....	\$100.00
Trailer Park License Renewal.....	\$100.00
Subdivision – 2 lot.....	\$175.00
3 lot.....	\$275.00
4 lot.....	\$375.00
5 lot.....	\$475.00
Lot Line Adjustment without public hearing.....	\$50.00
Lot Line Adjustment (if public hearing needed).....	additional \$ 125.00



\*GFCI protection required and electrical inspection by Certified Electrical Inspector and Codes Enforcement Officer (All Swimming Pools, Spas & Hot Tubs)

**(b) Other inspections and fees related to building construction:**

Fire Inspections of Commercial Buildings, per hour.....	\$60.00
Fire Inspections of Residential Buildings, per hour.....	\$60.00
Multiple Residency Inspections, per hour.....	\$60.00
Plan Review (where no permit is requested or Abstract review).....	\$60.00
Additional plan review required by changes, additions, or revisions To approved plans .....	\$40.00
Building Permit – (1) Year Renewal.....	\$50.00
Certificate of Occupancy .....	No Charge
Temporary Certificate of Occupancy (1 <sup>st</sup> & 2 <sup>nd</sup> ) good for 3month.....	\$75.00
Third and subsequent Temporary certificate of Occupancy.....	\$150.00

**NO PERMIT FEE FOR AGRICULTURAL BUILDING (SET BACK INSPECTIONS REQUIRED)**

**Septic Permit:**\* No septic system shall be installed or replaced in the Town of Eaton except upon the issuance of a permit by the Code Enforcement Officer of the Town of Eaton after payment of the fee hereinafter prescribed.

**\*The Codes Enforcement Officer, before covering, must visually inspect all systems.**

**Failure to do so will mean the system must be uncovered for inspection.**

\*A NYS professional Engineer must design and certify septic system plans.

\*Any modification from and including the distribution box needs approval from a professional Engineer. Permit is valid for one year from date of issuance. If construction has not commenced, the permit is void and no refunds shall be allowed.

\*General or primary contractors and/or property owners must give adequate time for inspections. Minimum of 24 hours notice required.

\*The Codes Enforcement Officer of a certified appointed official will respond within 24 hours of being contacted by contractors and/or property owners.

**ALL PERMIT FEES SHALL BE DOUBLED IF CONSTRUCTION IS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.**

All fees are payable to: Town of Eaton

Town of Eaton  
TABLE I  
Land Use Schedule  
Minimum Dimensions

District	Lot Area	Lot Dimensions (feet)		Yard Setbacks* (feet)			Maximum Building Height (feet)	Notes (see next page)
		Front	Depth	Front	Side	Rear		
<b>Agriculture-Residential-Commercial District, ARC, and ARC 2</b>								
Single-family unit	2 acres**	250		50	25	50	35	a, b
Two-family unit	4 acres	300		50	25	50	35	a, b
Multifamily unit	40,000 sq. ft./unit with a minimum of 5 acres	300		50	25	50	45	a, d
Farm	5 acres	300		50				
Farm buildings				75				
Mobile dwelling (ARC only)	2 acres	250		50	40	50	35	a, b, d
Mobile dwelling park*** (ARC only)	10 acres							a, d, e
Business professional, industrial or commercial on separate lots	Set by Planning Board			50	40	50	35	a, b, d
<b>Residential District No. 2, RD-2</b>								
Single-family unit	2 acres**	250		50	25	50	35	a, b
Two-family unit	4 acres	300		50	25	50	35	a, b

NOTES: (See next page)

**Town of Eaton  
TABLE I (NOTES)  
Land Use Schedule**

**NOTES:**

- \* Corner lots are considered to have two front yards along the two roadways and two side yards.
- \*\* 1 acre = 43,560 sq. ft.
- \*\*\* Additional requirements are specified by Chapter 130, Mobile Homes.

a. For those portions of any lot that adjoin a public roadway, the following dimensions shall be added to those minimum dimensions for front yards set forth in Table I, Land Use Schedule, and measurements shall be taken from the center of the road pavement.

Road Width or Type	Additional Distance
2 rod roads (33 feet)	Add 17 feet
3 rod roads (49.5 feet)	Add 25 feet
4 rod roads (66 feet)	Add 33 feet

For wider roads, the added distance shall be equal to 1/2 of the road right-of-way width. One rod equals 16.5 feet.

b. Lot size for single-family units may be reduced to a minimum of one acre and lot size for two-family units may be reduced to two acres upon proof of all of the following:

- i) Either public water or sewer;
- ii) Approval by the Public Health Department (if needed);
- iii) Minimum frontage of 150 feet;
- iv) Continues to meet the yard setbacks for single-family units established for its land use district (Table I);
- v) Slope of the lot does not exceed 15%; and
- vi) If a private septic system is used, a percolation test shall establish that an inch of water shall take at least one minute and not more than 60 minutes to percolate.

c. Accessory farm buildings (silos, barns, etc.) are exempt from height limits.

d. Requires a special permit issued by the Planning Board.

a. Each mobile dwelling lot shall connect to an access road within the mobile dwelling park, and the front yard of each lot shall be measured from that access road. However, no mobile home shall be closer to the center of any public road than is otherwise required by Note (a) of the Land Use Schedule.