

**PROCEDURE FOR OBTAINING  
A  
BUILDING PERMIT**

1. Answer ALL questions on the building permit application form.
2. Sign application in front of a Notary Public. There are several Notary Publics available at the Town of Plattsburgh offices for your convenience.
3. Attach a plot plan showing the dimensions of the lot and the distance from lot lines to existing and proposed buildings. Also show the amount of separation between existing buildings and proposed buildings.
4. Deliver completed form with appropriate fee to the Town of Plattsburgh Codes Office.
5. If the requirements of the Town of Plattsburgh Zoning Ordinance and the New York State Fire Prevention and Building Codes are met, a permit will be issued by the Code Enforcement Officer.
6. If the requirements are not met, the applicant may:
  - a. Alter plans to meet the requirements.
  - b. Request a variance to the Zoning Ordinance from the Zoning Board of Appeals.
  - c. Withdraw the application.
7. **IF THE APPLICATION IS NOT COMPLETE, NO PERMIT WILL BE ISSUED.**

CODE ENFORCEMENT OFFICER

**TOWN OF PLATTSBURGH  
CODES DEPARTMENT  
151 BANKER ROAD  
PLATTSBURGH, NEW YORK 12901  
PHONE: (518) 562-6840  
FAX: (518) 563-8396**

Application Fee: \_\_\_\_\_ Application No. \_\_\_\_\_

Date Paid: \_\_\_\_\_ Zone: \_\_\_\_\_

**APPLICATION FOR A BUILDING PERMIT**

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Fire District: \_\_\_\_\_

\_\_\_\_\_ Parcel No. \_\_\_\_\_

**DIRECTIONS FOR COMPLETING THIS APPLICATION:**

1. Deliver or mail this completed application with appropriate fee to:

Town of Plattsburgh Codes Department  
151 Banker Road  
Plattsburgh, NY 12901

2. Please sign the application in front of a Notary Public. Notary Publics are available at the Town of Plattsburgh Offices for your convenience.

3. A plot plan showing the dimensions of the lot and the distance from the lot lines to the existing and proposed buildings must be submitted. If cost of construction is \$10,000 or higher, or involves 1,500 square feet, plans must be signed and stamped with a seal of a Registered Architect, or a Licensed Professional Engineer of New York State.

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Application is hereby made to:

- |  |  |
|--|--|
| <input type="checkbox"/> Use                       | <input type="checkbox"/> Residence           |
| <input type="checkbox"/> Erect                     | <input type="checkbox"/> Garage              |
| <input type="checkbox"/> Repair                    | <input type="checkbox"/> Storage Shed        |
| <input type="checkbox"/> Alter                     | <input type="checkbox"/> Fence               |
| <input type="checkbox"/> Extend                    | <input type="checkbox"/> Camp                |
| <input type="checkbox"/> Remove                    | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> Demolish                  | <input type="checkbox"/> Porch               |
| <input type="checkbox"/> Occupy                    | <input type="checkbox"/> Commercial Business |
| <input type="checkbox"/> Move Mobile Home          | <input type="checkbox"/> Industry            |
| <input type="checkbox"/> Park & Occupy Mobile Home | <input type="checkbox"/> Barn                |
| <input type="checkbox"/> Pool                      | <input type="checkbox"/> Replace Mobile Home |
| <input type="checkbox"/> Other _____               |  |

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Site Location of Project: \_\_\_\_\_

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A Plot Plan  is attached  is not attached

Floor Plans  are included  are not included

(Please see instructions)

**APPLICATION FOR A BUILDING PERMIT**

The building will be as follows:

1. Description \_\_\_\_\_

**Residence**

**Garage**

**Mobile Home**

- ( ) Single Family
- ( ) Two Family
- ( ) Multi-Dwelling

- ( ) Attached
- ( ) Unattached

Brand \_\_\_\_\_  
Model \_\_\_\_\_  
Year \_\_\_\_\_

2. Size \_\_\_\_\_

3. No. of Bedrooms/Bathrooms \_\_\_\_/\_\_\_\_ Type of Heat \_\_\_\_\_ Fireplace Y or N

4. Construction Height \_\_\_\_\_

5. Number of family units \_\_\_\_\_

6. Corner or Interior lot \_\_\_\_\_

7. Front yard (from the **LOT LINE** to the front of building) \_\_\_\_\_ feet.

8. Back yard (from the **LOT LINE** to the back of building) \_\_\_\_\_ feet.

9. Side yard: a. \_\_\_\_\_ feet to the side of building.  
b. \_\_\_\_\_ feet to other side of building.

10. Total both sides \_\_\_\_\_ feet.

11. Dimension of lot \_\_\_\_\_

12. Estimated cost of construction \_\_\_\_\_

13. Deed restriction, if any \_\_\_\_\_

14. Name of builder \_\_\_\_\_

15. Is a copy of liability insurance on file with the Town? \_\_\_\_\_

16. Is a copy of Worker's Compensation on file with the Town? \_\_\_\_\_

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

**NOTE: MEASUREMENTS FOR LOT DISTANCE MUST BE FROM THE LOT LINE.  
DO NOT USE MEASUREMENTS FROM CENTER OR SIDE OF ROAD.**

**APPLICATION FOR A BUILDING PERMIT**

STATE OF NEW YORK)

SS:

COUNTY OF CLINTON)

Deponent, being duly sworn, says that he (she) is the owner or authorized agent for which the foregoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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**FOR USE BY CODE ENFORCEMENT OFFICER ONLY.**

( ) Permit for use

( ) Approved

( ) Denied—Not in conformance with the following provision(s) of the Town of Plattsburgh Zoning Ordinance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Denied—Does not meet New York State Fire Prevention and Building Codes.

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

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

**TOWN OF PLATTSBURGH  
CODE ENFORCEMENT OFFICE**

**Town of Plattsburgh Zoning Ordinance:** Effective date, May 14, 1969  
Revised December 18, 2000  
**NYS Fire Prevention & Building Codes:** Effective date, January 1, 1984

**ARTICLE VIII  
Administration**

**Section 8.1 Enforcement.** This ordinance shall be enforced by the Zoning Enforcement Officer. The Zoning Enforcement Officer shall not approve any application or issue a building permit or certificate of occupancy for any purpose, except in compliance with the provisions of this ordinance and such other ordinances, rules and regulations of the State of New York.

**Section 8.5 Penalties.** Any person, firm or corporation who violates, disobeys, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be guilty of a misdemeanor, and dollars (\$50.00) or imprisonment for a period of not more than fifty (50) days, or both, so fined and imprisoned for each offense. Each week a violation is continued shall be decreed a separate offense.

In addition to other remedies, the Town may institute any appropriate action or proceeding to prevent any unlawful erection, alteration, conversion, maintenance or use; to correct or abate such violation; to prevent the occupancy of a building, a structure or land; or to prevent any illegal act, conduct, business or use.