

# Village of Medina

ORLEANS COUNTY • Medina, New York 14103



Building Department  
600 Main Street  
Medina, NY 14103

PHONE 585-798-0770 FAX 585-798-5018  
www.villagemedina.org

## Application for Building Permit

Permit No: \_\_\_\_\_

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

Location: \_\_\_\_\_

Examined: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Approved \_\_\_\_\_ Town \_\_\_\_\_

Disapproved \_\_\_\_\_

### Instructions

- a. This application must be completely filled in by typewriter or in ink and submitted to the Code Enforcement Officer.
- b. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout or property must be submitted as part of this application.
- c. If applicable, this application must be accompanied by three (3) complete sets of plans showing proposed construction and three (3) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. Plans must be stamped and signed by a licensed NYS architect or engineer.
- d. The work covered by this application may not be commenced before the issuance of Building Permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- f. No building shall be accepted or used in whole or in part for any purpose whatever until a Certificate of Occupancy or Compliance shall have been granted by the Building Department.

**APPLICATION IS HEREBY MADE** to the Building Department for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
*Applicants Signature*

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name and address of Owner if different than Applicant: \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Nature of work: \_\_\_\_\_

Estimated Project Cost \_\_\_\_\_ Permit Fee \_\_\_\_\_

Structure Square Footage \_\_\_\_\_

Zoning District in which premises are situated \_\_\_\_\_

Name and address of Architect \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Name and address of Contractor \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Compensation Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**I HEREBY CERTIFY THAT I AM THE \_\_\_\_\_ and that I am duly authorized to make and file this application; that all statements contained in the application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application and in the plans filed herewith. I do hereby, grant permission from the Code and Zoning Enforcement Office of the Village of Medina to enter the above property and structures as frequently as they deem necessary to inspect the same for compliance with the N.Y. State Uniform Fire Prevention and Building Code and other local laws and ordinances.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

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

\_\_\_\_\_

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\_\_\_\_\_