



# Building Permits Town/ Village of Hannibal

(Please circle Town or Village)

Property Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

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

Tax Map ID Number: \_\_\_\_\_

Property Address if different from home: \_\_\_\_\_

## Contractors Information

Name: \_\_\_\_\_ Owner/Manager \_\_\_\_\_

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Contractor understands and has informed OWNER that the owner is ultimately responsible for compliance with all codes and laws.*

Contractor's Signature: \_\_\_\_\_

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

- ☐ Stick Built/Modular Home
- ☐ Addition/Remodeling
- ☐ Porch/Deck
- ☐ Roof/Insulation
- ☐ Plumbing/Electrical
- ☐ HAVC
- ☐ Wood/Gas/Other Auxiliary or Alternate Heat source/Chimney
- ☐ Breezeway/walkway
- ☐ Garage
- ☐ Pole Barn/Out Building/Barn
- ☐ Attached Garage
- ☐ Pool/Spa
- ☐ Demolition
- ☐ Septic
- ☐ Other (EG. Signs, Vendor) \_\_\_\_\_

## **SPECIAL PERMITS**

- ☐ Driveway Permit
- ☐ Well Permit
- ☐ Cell Tower
- ☐ Solar (fast track permit)

NOTE: All construction may be subject to Planning Board or Zoning Board of Appeals Review. If you have questions, please discuss these with the Code Enforcement Dept.

Applicants are responsible for all cost of mandatory testing by the State of New York and/or Town Ordinances

**Subdivisions & Mergers REQUIRE separate permits**

**Manufactured Homes REQUIRE separate permit.**

### Procedures and General Information for Building Permits

- The home-owner is ultimately responsible for complying with all codes on his/her property. The Codes Office will be happy to answer any code-related questions you may have, but we cannot monitor every detail of construction, nor can we design your project. If you have doubts about your experience level in this regard, you should consider either consulting with and/or hiring a professional Architect, Engineer, or Builder.
- Permits will be issued SEVEN (7) working days after receipt of properly completed Permit Application Packets (PAP).
- Every item listed in the PAP as applicable to the project at had ***must be provided in its entirety***.
- The building specification section of the PAP must be completed in its entirety as it relates to your project, *size of project notwithstanding. (Sheds under 144 sq. ft. excluded)*
- Permits will only be issued in the name of the owner of record of the property.
- The building permit fee must be paid in full at the time of issuance of permit. For the purposes of calculation of fees for permits, "occupied space" square footage will be calculated based on all space within the living area of a home to include hallways, bathrooms, closets, and kitchens.

#### **Required Submission:**

- ☐ Scaled Floor Plan (1/4" = 1' preferred) plus sufficient elevations to demonstrate code compliance.
- ☐ Check one and furnish information required:
  - ☐ Estimate project material cost: \_\_\_\_\_ if self-constructed.
  - ☐ Contracted AMOUNT: \_\_\_\_\_ if contracted.
- ☐ Copy of the deed to the property on which the work will be completed. This property MUST be in the name of the person applying for the permit. OTHERWISE, a written, notarized document by the \_\_\_\_\_ reputed owner giving permission for the work to be completed.
- ☐ **Proof of contractor's NYS Workers' Compensation Insurance.** If self-constructed, constructor must fill out an affidavit of exemption. (form BP – 1 provided)
- ☐ **SURVEY MAP OF PROPERTY** showing all existing structures, septic and well. Proposed structure \_\_\_\_\_ must be depicted with ALL setback dimensions to property lines.
- ☐ **Building specifications completed or working drawing** as required by the Code Enforcement Officer.

## Out Building Construction Specifications

Footer Depth below grade (Frost = 42") \_\_\_\_\_

Footer width x depth \_\_\_\_\_

Re-bar (Qty x Spacing) \_\_\_\_\_

Concrete Mix in P.S.I. \_\_\_\_\_

Concrete Slab for floor(thickness) \_\_\_\_\_

Concrete Floor Mix (P.S.I.) \_\_\_\_\_

Wall Framing(Lumber Dims x Spacing) \_\_\_\_\_

Rafter Size \_\_\_\_\_

Rafter Spacing \_\_\_\_\_

Prefabricated Roof Truss (Qty) \_\_\_\_\_

A copy of the roof truss design drawing must accompany the permit application. A final truss design drawing with engineer's stamp showing snow loads must be received by this office BEFORE installation of trusses.

Roof Covering Material \_\_\_\_\_

Siding Material \_\_\_\_\_

Overhead Doors (size & qty) \_\_\_\_\_

Main Doors (size & qty.) \_\_\_\_\_

Window (qty.) \_\_\_\_\_

Floor Framing Material lumber dims \_\_\_\_\_

Floor Frmg. Mat'l. Spacing (on center) \_\_\_\_\_

Floor deck material \_\_\_\_\_

Building Length \_\_\_\_\_ Building Width \_\_\_\_\_

Provide dimension sketch below if building shape is irregular.  
Usage of building (Example: Storage, House Animals, etc.)

**Note:**

Pre-fabricated sheds do not require specifications be given provided you have a receipt for the shed's purchase and it arrives on site completely assembled.

**Special Note:**

- 1) New York State Building Code prohibits the supporting of any part of an ancillary structure from a mobile home either a single OR double wide. Your porch or deck must be totally independent and self-supporting. It cannot be fastened to the mobile at all. Finished roofing and finished siding materials (only) may be fastened to the mobile where the addition adjoins home.
- 2) Check set-back requirements for your lot! The set-back from the road varies depending on whether it is a State, County or Town Road.
- 3) Check Town of Hannibal requirements for required distance between buildings on the same property!!

**ALL APPLICANTS MUST SUPPLY A DETAILED LIST OF MATERIALS USED IN THEIR CONSTRUCTION.** This may be done manually or may be done on the designers set of plans. Prices on materials are NOT required or requested. We need to know the **specifications** of the materials. If you are having your project designed the designer will indicate on the plans what the materials are being used on the project. If you are doing your own “design” you need to indicate specifics of the materials.

It should be noted that on projects done by the “homeowner” you need to know in advance the specifications on all material to insure your meeting the codes. Any questions please ask the Code Officer or our office manager for any clarification.

1. If you have had a permit recently some of the required/mandated information may already be on file. Please speak with someone in our office to determine if we may have required documents in your file.
2. **WE MUST BE NOTIFIED AT LEAST 48 HOURS IN ADVANCE ON ALL INSPECTIONS!**
3. We cannot close out any projects requiring a third party inspector. UNTIL official documentation from the inspector is either mailed, emailed or faxed to our office.
4. **NO WORK MAY BEGIN UNTIL YOUR PERMIT IS APPROVED, PAID FOR, AND PICK-UP.**

**For Vendor Permit only: (description of merchandise):**

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**Location:**

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