

## **TOWN OF FLEMING**

2433 Dublin Road, Auburn, NY 13021  
Phone (315) 252-8988, Fax (315) 252-1492

### **APPLICATION FOR BUILDING PERMIT**

**No work on the proposed project is to begin prior to issuance of a permit or approval by the Building Inspector. Additionally, the project must comply with current zoning regulations and will require review by the Zoning Officer.**

Building Permit Application is attached which must be completed and signed by the Applicant.

#### **APPLICATION MUST BE SUPPORTED BY THE FOLLOWING:**

1. Plot Plan Sketch (Form and Example provided).
2. Drawings prepared and stamped by licensed architect, when required.
3. Detailed description of work to be performed (Attached Construction Specification Application).
4. Materials List when formal drawings are not required.
5. Proof of Worker's Compensation Insurance.
6. Public Water/Sewer Applications are available from the Town Clerk if the proposed project is located in an area serviced by these utilities. New hookups to these utilities will require approval prior to issuance of a Building Permit.
7. If the project is to be serviced by a private septic system, approval of the new or existing system by the Cayuga County Health Department is required before a Building Permit can be issued.
8. Should you need to apply for a Driveway Culvert Permit from the Town, please contact the Highway Superintendent, Kerry Smith, at (315) 255-8013. If the project is along a County or NYS Highway, please contact those agencies for instructions regarding a Culvert Permit.
9. Cayuga County 911 Address Applications are available from the Town Clerk. A 911 number will be issued for the property by Cayuga County.

**ONCE ISSUED, THE BUILDING PERMIT MUST BE DISPLAYED  
WHERE IT CAN BE SEEN FROM THE ROAD**

**QUESTIONS REGARDING THIS INFORMATION MAY BE DIRECTED TO:  
HAROLD GILFUS, Code Enforcement Officer (315) 374-3631**

**TOWN OF FLEMING**

2433 Dublin Road, Auburn, NY 13021

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

**APPLICATION FOR BUILDING PERMIT/ZONING PERMIT**

1. Owner(s) Name: \_\_\_\_\_ Date \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Applicant is  Owner  Agent  Contractor  Other \_\_\_\_\_

2. Project Location/Address \_\_\_\_\_

3. Project Description
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Residential      | <input type="checkbox"/> Commercial                |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Alteration       | <input type="checkbox"/> Conversion                |
| <input type="checkbox"/> Garage           | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Pool             | <input type="checkbox"/> Deck             | <input type="checkbox"/> Solid Fuel Burning Device |

Describe Project – size, etc. \_\_\_\_\_

Intended Use: \_\_\_\_\_

4. Estimated Construction Cost \_\_\_\_\_ (Labor and Materials)

5. Contractor's Name, Address & Phone Number \_\_\_\_\_

Proof of Workers Compensation and Disability Benefits provided      yes      no

6. Fee Paid      TOTAL \$ \_\_\_\_\_      Check No. \_\_\_\_\_      Cash \_\_\_\_\_  
(Must be remitted at time of application)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Inspector

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

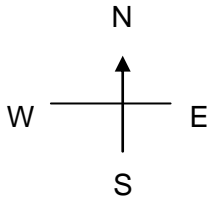
Date Expires: \_\_\_\_\_

**EXAMPLE**

SAMPLE PLOT PLAN:

NAME OF OWNER  
 LOCATION OF PROPERTY

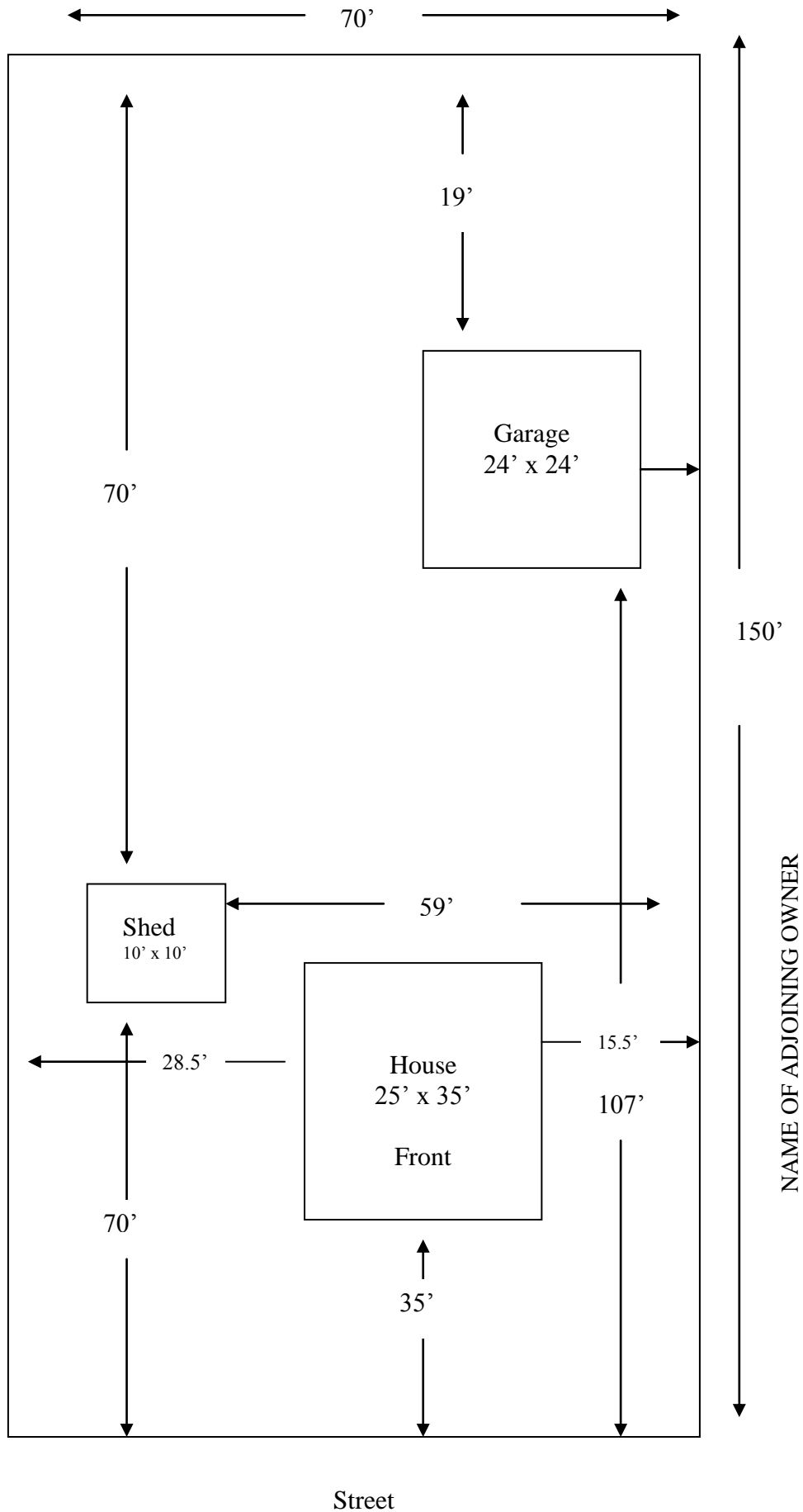
Proposed Project:  
 (please describe)



1" = 10 ft

PLOT PLAN SHOULD INCLUDE:

1. Name of Owner
2. Drawn to scale
3. Location of house and accessory structures
4. Distance from all structures to property boundaries
5. Clearly indicate any proposed structures or additions
6. Indicate North on plan (per compass)
7. Mark location of all adjoining streets, lakefront & property owners' names



# PLOT PLAN

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( \_\_\_\_\_ )                      ( \_\_\_\_\_ )                      ( \_\_\_\_\_ )  
Name of Street or Road                      Total Road Frontage in Feet                      Lot Size

Using the above line as your road frontage, please draw a plot plan showing the following:

1. Name of street or road (Show house # if assigned, if none assigned, show tax map #).
2. Total road frontage (in feet).
3. Total acreage, or fractions thereof.
4. Existing buildings on lot.
5. Proposed location of structure or addition. (Show location in feet from road and from all lot lines).
6. Show distance (in feet) between proposed structure or addition and any existing buildings.
7. Show location of existing well and septic, or proposed location.

**NOTE:**

Under penalty of law, no person shall discharge, or cause to be discharged, any storm water, surface water, ground water, roof run off, surface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Town of Fleming**  
**2433 Dublin Road**  
**Auburn, NY 13021**  
**252-8988**

**FEES FOR IMPLEMENTATION OF CONSTRUCTION CODE**  
**(Not including electrical inspections)**

Fees will be based on the local construction factor

Up to \$2,000	\$5.00
\$2,001 to \$25,000	\$5.00 for the first \$2,000 plus \$4.00 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$142.00 for the first \$25,000 plus \$3.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$217.00 for the first \$50,000 plus \$2.00 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$317.00 for the first \$100,000 plus \$1.50 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$917.00 for the first \$500,000 plus \$1.50 for each additional \$1,000 or fraction thereof
\$1,000,001 to \$5,000,000	\$1,667.00 for the first \$1,000,000 plus \$1.50 for each additional \$1,000 or fraction thereof
\$5,000,001 to \$50,000,000	\$7,667.00 for the first \$5,000,000 plus \$1.50 for each additional \$1,000 or fraction thereof
\$50,000,001 to \$100,000,000	\$21,167 for the first \$50,000,000 plus \$1.50 for each additional \$5,000 or fraction thereof
\$100,000,001 to \$500,000,000	\$36,167 for the first \$100,000,000 plus \$1.50 for each additional \$10,000 or fraction thereof
Excess of 500,000,001	To be negotiated
Single Wide Homes	\$75.00
Inspection of Mobile Home Site	\$25.00 (Anchoring, Tie Downs only)
Swimming Pools	\$35.00 for aboveground and \$45.00 for inground
Wood or coal stove or similar unit	\$10.00
Septic System Inspection	\$45.00 with dwelling inspection/\$65.00 without dwelling inspection
Updated CO	\$60.00 for single family dwelling/\$90.00 for multi-family and commercial