

Village of Hamilton – Building Permit Application Instructions

Purpose: This form is required for all construction, demolition, alteration, or mechanical work performed within the Village of Hamilton. The purpose is to ensure compliance with the **New York State Uniform Fire Prevention and Building Code** and all applicable Village regulations.

Pursuant to §73.14 of the Code of the Village of Hamilton, a building permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the erection, construction, enlargement, alteration, improvement, removal or demolition of any building or structure, except an agricultural building or structure, nor install heating equipment or any other mechanical equipment without first obtaining a building permit. An application for a building permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. No person shall commence any work for which a building permit is required without first having obtained a building permit from the Code Enforcement Officer.

1. General Information

- **Expiration:** Permits are valid for **one year** from the date of issuance.
- **Incomplete Applications:** Incomplete or unsigned applications will not be accepted.
- **Fees:** Permit fees will be calculated upon approval and must be paid before issuance.

2. Completing the Application

A. Type of Permit Requested

Check all boxes that apply.

Examples:

- “New Construction” for new buildings or structures.
- “Demolition” for partial or complete removal of a structure.
- “Mechanical (Natural Gas Installation)” for work involving the Village gas system.
- “Electrical” or “Plumbing” for related system work.

If unsure which apply, contact the **Code Enforcement Office** for guidance.

B. Property Information

Provide accurate details for:

- **Property Owner:** Full name and contact information.
- **Project Address:** Where the work will occur (if different from owner address).
- **Tax Map # and Zoning District:** Found on your property tax bill or obtained from the Village Clerk’s office.

C. Nature and Type of Work

Check all boxes that describe the work being performed.

Examples: additions, decks, garages, kitchen or bathroom remodels, furnace installations, roofing, etc.

Use the “Other” line for any work not listed.

D. Project Details

- **Description of Proposed Project:** Provide a clear explanation of the work and its intended use (e.g., “Construct a 12’x20’ wood deck for residential use”).
- **Type of Use:** Indicate if the project is **Residential**, **Commercial**, **Industrial**, or **Other**.
- **Construction Type:** Identify the primary building material (wood, steel, masonry, etc.).
- **Project Dimensions:** Include width, length, height, and total square footage.
- **Setbacks:** List distances from property lines to all structures.
- **Flood Zone/Wetlands:** Indicate whether the property lies within these areas.

Attach a **Plot/Site Plan** showing all structures, setbacks, driveways, and utilities.

E. Contractor and Design Professional Information

- List **all contractors** involved. Include contact information and email.
- If the total project cost exceeds **\$20,000** or the structure exceeds **1,500 sq. ft.**, plans must be stamped and signed by a **New York State Licensed Professional Engineer (PE)** or **Registered Architect (RA)**.
- Provide the architect/engineer’s license number, contact information, and email.

F. Demolition Section (if applicable)

Complete this section **only if demolition work** is included in the project.

- Identify the **structure** being removed (residential, commercial, accessory).
- Provide the **method of demolition** and number of stories.
- Attach an **Asbestos Survey** (required by NYS law for all demolition projects).
- Indicate which **utilities have been disconnected** (gas, electric, water, sewer).
- Provide the **debris disposal site** and describe **dust/safety control measures**.
- Include the **demolition contractor's information** and estimated cost.

G. Mechanical Systems (if applicable)

Complete if installing or modifying:

- **Natural Gas, HVAC, Plumbing, Fire Suppression, or Electrical Systems.**

Describe the system being installed or altered and provide contractor information, including license number and contact details.

H. Cost Summary

Provide a breakdown of:

- **Construction Cost**
- **Demolition Cost**
- **Mechanical Cost**

Add these amounts for the **Total Project Cost**.

I. Applicant Certification

The property owner must:

- Review all information for accuracy.
- Sign and date the form.
- Acknowledge compliance with all applicable codes and regulations.
- Understand that **work may not begin until the permit is issued**.

J. Consent to Enter

By signing, the property owner grants permission for authorized **Village of Hamilton officials** to enter the property for inspections or code compliance verification related to this application.

3. Submitting Your Application

Submit the **completed form** and **all required attachments** to:

Village of Hamilton Code Enforcement Office

3 Broad Street • P.O. Box 119 • Hamilton, NY 13346

 (315) 824-1111 • VillageCodes@hamilton-ny.gov

4. Required Attachments Checklist

Before submitting, ensure the following (as applicable):

- | | |
|---|---|
| ☐ Completed and signed application | ☐ Utility disconnect verification (for demolition) |
| ☐ Plot/Site plan | ☐ Contractor license(s) |
| ☐ Construction drawings or blueprints | ☐ Proof of insurance (liability and workers' compensation) |
| ☐ Engineer/Architect stamped plans (if required) | |
| ☐ Proof of asbestos survey (for demolition) | |

5. After Submission

- The Code Enforcement Officer will review the application.
- You may be contacted for clarification or additional documentation.
- Once approved, a **Permit Fee** will be calculated and must be paid before issuance.
- A **Permit Card** will be provided and must be **posted visibly** at the project site.
- **Inspections** must be scheduled at each required stage of construction.

Village of Hamilton Building/Mechanical Permit Fees

Permit Fee Calculations:

- Example:

\$150.000 project = \$ 299.00 permit fee

**Village of Hamilton
Codes Department
Construction & Demolition Inspection Checklist
315-824-1111 • VillageCodes@hamilton-ny.gov**

PLEASE SCHEDULE A MINIMUM OF 48 HOURS PRIOR TO THE NECESSARY INSPECTIONS.

Demolition Inspections

- ☐ Pre-Demolition Inspection – Verify all utility connections (gas, electricity, water) are disconnected and site is safe.
- ☐ Asbestos/Hazardous Material Inspection – Check for hazardous materials (if applicable).
- ☐ Final Demolition Inspection – Ensure demolition work complies with safety standards and local regulations.

General Construction Inspections

The following elements shall be inspected where applicable:

- ☐ Work site prior to issuance of a building permit
- ☐ Footing and Foundation
- ☐ Preparation for Concrete Slab
- ☐ Framing
- ☐ Building Systems (including underground and rough-in)
- ☐ Fire-Resistant Construction
- ☐ Fire-Resistant Penetrations
- ☐ Solid-Fuel-Burning Heating Appliances, Chimneys, Flues, or Gas Vents
- ☐ Energy Code Compliance
- ☐ Final Inspection – After all work authorized by the building permit is completed

Mechanical Inspections

Natural Gas Systems

- ☐ Gas Line Installation – Verify correct installation and appliance connections.
- ☐ Natural Gas Appliance Installations – Inspect water heaters, boilers, stoves, etc.
- ☐ Ventilation & Exhaust Systems – Confirm proper ventilation and exhaust for gas appliances.
- ☐ Inside Gas Line Pressure Test – Conduct an inside pressure test for gas lines, witnessed by a qualified Village Official.

HVAC & Plumbing Systems

- ☐ HVAC Installation – Inspect heating, ventilation, and air conditioning systems.
- ☐ Plumbing Work – Check plumbing systems, fixtures, and connections.

Electrical Inspections

- ☐ Electrical Panel & Wiring – Inspect electrical system installation, including service panels and wiring.
- ☐ Lighting & Fixtures – Check lights, switches, and other electrical fixtures.
- ☐ Smoke/CO Detectors – Confirm installation in areas with gas appliances.
- ☐ Rough Electrical Inspection – Inspect wiring, panels, and outlets before covering.
- ☐ Service Panel Inspection – Verify proper installation, grounding, and compliance.
- ☐ Final Electrical Inspection – Confirm proper operation of electrical systems.
- ☐ Smoke/CO Detector Testing – Verify installation and functionality of detectors.
- ☐ Proof of Certified Electrical Inspection – Certified inspection documentation must be provided for all electrical work

VILLAGE OF HAMILTON
COMBINED BUILDING, MECHANICAL & DEMOLITION PERMIT APPLICATION
(For New Construction, Alterations, Mechanical Installations, and Demolition)

Date: ____ / ____ / ____

Cost of Permit: \$ _____ **Permit #:** _____

NOTE: Building permit expires **one year from the date of issuance.**

All applicable sections below must be completed – incomplete applications will not be considered. Fee will be applied upon application approval and issuance of the Permit.

Type of Permit Requested (Check Any and All That Apply):

☐ New Construction ☐ Demolition ☐ Mechanical (Natural Gas Installation) ☐ Electrical
☐ Mechanical (Other – HVAC, Plumbing, etc.) ☐ Plumbing ☐ Other: _____

Property Information

Property Owner: (name) _____

Address _____ City: _____ State: _____ Zip: _____

Project Street Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

Tax Map #: _____ Zoning District: _____

Nature and Type of Work (Check All That Apply):

☐ New Building ☐ Addition ☐ Alteration ☐ Change of Use ☐ Demolition ☐ Deck
☐ Garage ☐ Porch ☐ Shed ☐ Kitchen ☐ Bathroom ☐ Furnace ☐ Swimming Pool
☐ Electrical ☐ Wood/Pellet Stove ☐ Roofing ☐ Windows ☐ Siding ☐ Other: _____

Project Details

Description of Proposed Project and Its Intended Use:

Type of Use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Construction Type: ☐ Wood ☐ Steel ☐ Masonry ☐ Other

Project Dimensions: Width: _____ Length: _____ Height: _____ Square Footage: _____

Setbacks from Lot Lines: Front _____ Rear _____ Side 1 _____ Side 2 _____

Flood Zone: ☐ Yes ☐ No Within 100 ft of Wetlands: ☐ Yes ☐ No

Contractor Information:

Contractor: _____ **Address:** _____

Telephone #: _____ **Email:** _____

If the construction or alteration will have an effect on either **structural or public safety**, exceeds **\$20,000 in cost** or **1,500 square feet**, all plans submitted must bear the original seal and signature of a **NYS Licensed Professional Engineer or Registered Architect**.

Architect/Engineer: _____ ☐ RA ☐ PE License #: _____

Address: _____ Telephone #: _____

Email: _____

Plot/Site Plan

(Attach a sketch showing all structures, setbacks, driveways, easements, and utility connections.)

Demolition (if applicable)

Structure to be Demolished: _____

Type: ☐ Residential ☐ Commercial ☐ Accessory Stories: _____ Sq. Ft.: _____

Method of Demolition: _____

Asbestos Survey Submitted: ☐ Yes ☐ NoUtility Disconnects Verified: ☐ Gas ☐ Electric ☐ Water ☐ Sewer

Debris Disposal Site: _____

Dust/Safety Control Measures: _____

Demolition Contractor: _____ Address: _____

Telephone #: _____ Email: _____

Demolition Cost: \$ _____

Mechanical Systems (any or all applicable)☐ Natural Gas ☐ HVAC ☐ Plumbing ☐ Fire Suppression ☐ Electric ☐ Other _____

System Description: _____

Mechanical/Electric Contractor: _____ License No.: _____

Phone: _____ Email: _____

Estimated Mechanical Cost: \$ _____

Total Cost of Project (Include engineering and administrative fees if applicable):

\$ _____ + \$ _____ + \$ _____ = \$ _____

Construction

Demolition

Mechanical

Total

Applicant Certification

I certify that I have read and reviewed this application and that all information is true and correct. All work will comply with the New York State Uniform Fire Prevention and Building Code and Village of Hamilton regulations.

I understand this permit does not authorize any violation of state or local laws. Failure to follow permit terms or obtain required inspections may result in fines, penalties, or revocation.

Inspections: I am responsible for ensuring all required inspections are completed as work progresses. Continuing construction without approval is a violation punishable by a fine of up to \$1,000 and/or up to one year in jail.

Consent to Enter: I grant permission for Village of Hamilton employees to enter the property for purposes related to this application, including inspection and verification of compliance.

Signature of Property Owner: _____ Date: ____ / ____ / ____

Print Name: _____

For Office Use Only**Form Accepted by** _____ **(VOH Employee) Date:** _____

The application of _____ dated _____, 20, is hereby

☐ **Approved** ☐ **Disapproved** and permission is ☐ **Granted** ☐ **Refused** for the construction, reconstruction, alteration, demolition, and/or mechanical installation as set forth above.**Reason for Refusal (if any):** _____**Date:** _____ **Code Enforcement Officer:** _____

Affidavit of Exemption – Workers’ Compensation Insurance (Form BP-1)

This form cannot be used to waive rights or obligations under Workers’ Compensation Law.

I certify under penalty of perjury that I am the owner of a 1–4 family owner-occupied residence listed on this building permit and am not required to show specific proof of workers’ compensation insurance because (check one):

☐ I am performing all the work myself.

☐ I am not hiring or compensating any individuals performing the work.

☐ I have homeowner’s insurance covering the property and am hiring individuals for less than 40 total hours per week.

I further agree to obtain appropriate coverage or CE-200 exemption if these conditions change.

Property Address: _____

Signature of Homeowner: _____ **Date:** ____ / ____ / ____

Printed Name: _____ **Telephone #:** _____