

THE CITY OF UTICA
DEPARTMENT OF CODES ENFORCEMENT
City Hall – 1 Kennedy Plaza – Utica, New York 13502

BUILDING PERMIT APPLICATION
Commercial _____ Residential _____
New _____ Existing _____

INSTRUCTIONS TO THE APPLICANT

1. This application shall be completed and filed in conformance with the provisions of the Building Code for the City of Utica, N.Y. and other applicable codes and ordinances.
2. No application will be accepted unless accompanied by cash, check or money order in the amount of the permit fee.
3. In the event that the application is not approved, the applicant shall be entitled to a refund of 50% of the fee paid provided no work has commenced.
4. **IMPORTANT** – Complete all items. Mark boxes where applicable. Please print all answers.

To the Director of Codes Enforcement: The undersigned hereby requests approval of a Building Permit for the following improvements.

LOCATION OF BUILDING – Number and Street _____

OWNERSHIP – Name: _____ Address: _____

TYPE OF IMPROVEMENT

☐ Alteration ☐ Addition ☐ Demolition ☐ Repair ☐ New Structure
☐ Change of Occupancy ☐ Other _____

Describe in detail the type of improvement that is indicated above: _____

CLASSIFICATION OF EXISTING BUILDING

☐ Business ☐ Mercantile ☐ Factory ☐ Storage ☐ Assembly ☐ Garage
☐ Institutional ☐ Miscellaneous ☐ Multiple Dwelling ☐ One or Two Family

Describe in detail the present occupancy of the building. If vacant, indicate the last occupancy. _____

CHANGE IN OCCUPANCY

Will any change in occupancy occur as a result of the proposed improvements? ☐ Yes ☐ No

Describe in detail any new occupancy or use. _____

TYPE OF CONSTRUCTION

Fire-resistive Non-combustible Ordinary Heavy Timber Wood Frame
☐ 1a ☐ 2a ☐ 2a ☐ 2b ☐ 3 ☐ 4 ☐ 5

AREA _____ Sq. Ft.

For an addition to the existing structure indicate the total area (as defined in the Building Code) required for the calculation of the building permit fee.

| ESTIMATED COST | CONTRACTORS |
|-----------------------------------|-----------------------------------|
| General Construction..... | General Contractor..... |
| Electrical..... | Electrical..... |
| Plumbing..... | Plumbing..... |
| Heating and Air Conditioning..... | Heating and Air Conditioning..... |
| Other (Elev., etc.)..... | Others..... |
| Total Cost _____ | |

DESIGN IDENTIFICATION Name _____ Address _____

Architect _____

Engineer _____

Other _____

GENERAL COMMENTS _____

APPLICANT'S NAME(TITLE) _____

DATE: _____ **CONTACT #'s (cell)** _____ **(home)** _____

SIGNATURE: _____

Location of Building_____

CTM: Book_____ Map_____ Block_____ Lot_____ Ward_____

Owner’s Name_____

Address_____ City_____

Zoning District_____

Data Verification: Estimate Cost_____ Area_____ Volume_____

| APPROVALS | YES | NO | REMARKS | SIGNATURE |
|-----------------------------|-----|----|---------|-----------|
| General Requirements | | | | |
| ZONING | | | | |
| BUILDING CODE | | | | |
| 1. Code Requirements | | | | |
| 2. Plans and Specifications | | | | |
| 3. Plot Plans | | | | |
| 4. Deed | | | | |
| ELECTRICAL | | | | |
| PLUMBING | | | | |
| ENGINEERING | | | | |

| | | | | |
|-------------------------|--|--|--|--|
| Special Requirements | | | | |
| STATE LABOR DEPARTMENT | | | | |
| PLANNING BOARD | | | | |
| 1. Scenic & Historic | | | | |
| 2. Other | | | | |
| ZONING BOARD OF APPEALS | | | | |
| COMMON COUNCIL | | | | |
| OTHER | | | | |

Fee Paid_____

Permit No._____

Date Issued_____

Date Disapproved_____

Date Approved_____

Approved by_____

General Comments_____

