

**TOWN OF CANTON  
APPLICATION FOR BUILDING/ZONING PERMIT**

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

Permit #: \_\_\_\_\_

60 Main St. Canton, NY 13617  
315-714-3659 (Office) 315-244-0600 (Cell)

Fee: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

Location of Premises: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Zone: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_ Sq.Ft: \_\_\_\_\_

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**For Renovations / Alterations / Repairs**

☐ Residential ☐ Commercial ☐ Other



**Type of Work:**

☐ Renovation ☐ Alteration ☐ Repair ☐ Addition ☐ Deck ☐ Demolition ☐ Septic

☐ Electrical Upgrade ☐ Roof ☐ Solar ☐ Installation ☐ Sign ☐ Other ☐ Change of C/O

**For New Construction**

☐ Residential ☐ Commercial ☐ Other

Building Dimension: \_\_\_\_\_

Height: \_\_\_\_\_ Stories: \_\_\_\_\_ Number of dwelling units: \_\_\_\_\_

Provide a description of the work to be performed:

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The applicant agrees to comply with all applicable laws, ordinances, and regulations for the Town of Canton, the County of St. Lawrence, and the State of New York

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Existing / Proposed Building Information (check all that apply):**

**Foundation Type:**

☐ Pier ☐ Frost Wall ☐ Full Foundation Wall ☐ Monolithic or Floating Slab ☐ Slab

**Foundation Material:**

☐ Stone ☐ Concrete ☐ Wood ☐ Insulated Concrete Forms ☐ Other:

**Basement:**

☐ Crawl Space ☐ Walk Out ☐ Finished

**Building Construction Type:**

☐ Concrete ☐ Steel ☐ Brick ☐ Stone ☐ Wood ☐ Other:

**Roof:**

☐ Wood ☐ Stone ☐ Metal ☐ Shingles ☐ Rubber ☐ Other:

☐ Rafters ☐ Engineered Trusses

**Heating and Cooling:**

☐ Hot Air ☐ Hot Water ☐ Electric ☐ Oil ☐ Gas ☐ Radiant ☐ Solar ☐ Wood ☐ Other:

**Water Supply:**

☐ \*Public ☐ Private (elaborate):

\*Ensure connection is approved by Public Works\*

**Sewage:**

☐ Public ☐ Engineered Septic ☐ Engineered Holding Tank

**Additional Information:**

<input type="checkbox"/> Within Fire Limits	<input type="checkbox"/> Historic District	<input type="checkbox"/> Special Permit / Variance:
<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Wetland	
<input type="checkbox"/> Subdivision	<input type="checkbox"/> PUD	

Denied on \_\_\_\_\_ because of non-conformance with: \_\_\_\_\_

**Referrals:**

___ Town Planning Board	
[Returned on: _____]	Action: _____
___ Zoning Board of Appeals	
[Returned on: _____]	Action: _____
___ County Planning Office	
[Returned on: _____]	Action: _____
___ SEQR	
[Returned on: _____]	Action: _____

## **The following documents must be included in the application:**

### **Plot Diagram:**

Clearly locate all buildings, whether existing or proposed, indicate all setback dimensions from property lines, and include street names.

### **Complete set of plans and specification sheets:**

Plans shall be stamped by a licensed Architect or Engineer

Exemption: residential structures under 1,500 sq. ft

Contractor's proof of liability/disability/worker's compensation insurance

### **Application Fee**

Checks must be made to the TOWN of Canton

Demolitions require an asbestos survey and removal certification

## **\*NO WORK IS TO BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT\***

### **Inspections:**

The applicant is required to notify the Code Enforcement Officer *in advance* of the required construction inspections (if applicable):

Footers, Walls, and Slab *before* concrete is placed

Framing, Electrical, Plumbing and Insulation (Energy Code) *before* wall coverings are applied

Any Fire Resistant rated construction

Mechanical systems including rough-in

Septic systems *before* covering

Any solid fuel or gas fired heating appliances, chimneys, flues, or vents

Final inspection for Certificate of Occupancy or Compliance

### **Requirements:**

Building permit must be prominently displayed on the premises

Building permit may be suspended/revoked if work is not proceeding in conformance with the Uniform Code or any condition attached to the permit, or if there has been misrepresentation/falsification

Building permit issued shall expire one year from the date of issuance or upon the issuance of a certificate of occupancy (other than temporary). The permit may, upon written request, be renewed for two successive six-month periods provided that the permit has not been revoked/suspended, relevant information is up to date, and the renewals fee is paid – 25% of the original cost

### **Certificates of Occupancy:**

Upon completion of all projects for which a Building Permit has been issued, the property owner shall obtain a Certificate of Occupancy. No Building erected subjected to the Uniform Code Shall be used or occupied until a Certificate of Occupancy has been issued.

Be advised that new homes must comply with the Energy Code which requires a Blower Door Test.

**\*\*\*KEEP THIS INFORMATION SHEET, DO NOT TURN IN\*\*\***

## **BUILDING PERMIT REQUIRED**

Except as hereinafter provided, no person, firm, corporation, association or partnership shall commence the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, or install a fuel gas or solid fuel burning heating appliance, chimney or flue in any dwelling unit, without first having obtained a permit from the Building Official. **If unsure of permit requirements contact the Town Canton Code Enforcement Officer at: 315-714-3659 (Office): 315-244-0600**

### **CERTIFICATES OF OCCUPANCY**

**UPON COMPLETION OF ALL PROJECTS FOR WHICH A BUILDING PERMIT HAS BEEN ISSUED, THE PROPERTY OWNER SHALL OBTAIN A CERTIFICATE OF OCCUPANCY OR COMPLETION. NO BUILDING ERECTED SUBJECT TO THE UNIFORM CODE SHALL BE USED OR OCCUPIED EXCEPT TO THE EXTENT PROVIDED IN THIS SECTION, UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.**

### **APPLICATION FOR A PERMIT:**

**\*Applications can be picked up at the Canton Town Clerk's Office or the Code Enforcement Office  
60 Main Street or downloaded from the Code Enforcement website at  
<https://cantonnny.gov/government/code-enforcement/>**

- 1.) The application for a building permit, and its accompanying documents, shall contain sufficient information that the intended work accords with the requirements of the Local and State Building Codes.
- 2.) The form of the permit and application therefore shall be prescribed by the Code Enforcement Official. The application shall be signed by the owner (or his authorized agent) of the building and shall contain at least the following:
  - A.) Full name and address of the owner and if by corporation, the name and addresses of the responsible officials.
  - B.) Identification and /or description of the land on which the work is to be done.
  - C.) Description of the proposed work.
  - D.) A site plan of the proposed project – measurements from the exterior sides to the nearest property line front, sides and rear. Does not have to be drawn to scale, but dimensions must be correct.
  - E.) Proof of Contractor's insurance: Workman's Comp. / Disability / General Liability
- 3.) Applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work has been determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions, if any, contained therein. Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filled with the Code Enforcement Officer prior to the commencement of any such change of work.
- 4.) Permits must be picked up in the Town Office – **BEFORE THE WORK BEGINS !!!!!**