



# RESIDENTIAL BUILDING PERMIT INSTRUCTIONS

Town of Liberty  
120 North Main Street  
Liberty, New York 12754

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## INTRODUCTION

This brochure has been prepared to help guide persons through the building permit process, including application requirements, the submittal procedure and other aspects of the project review process. This document is intended to be used only as a guide. Please refer to Town Code §60 for specific requirements.

## BUILDING DEPARTMENT INFORMATION

An application for a building permit is made at the Building Department, second floor, Town Hall, 120 North Main Street, Liberty. The office is open from 8:30 a.m. until 4:30 p.m., Monday through Friday, excluding Town holidays. The owner, registered design professional or the contractor can make the application.

### **Building Department Contacts:**

Code Enforcement Officer: Mark VanEtten  
845-292-8511

Building Department Secretary: Tammy Wilson  
845-292-8511

## INSPECTION SCHEDULE

Upon receipt of a building permit, whether it is for new construction, alterations, renovations or additions, inspections are required to ensure compliance.

Inspections are needed at the following stages:

- Footings prior to pouring
- Foundations prior to pouring
- Foundations prior to backfilling
- Concrete floor
- Framing
- Electric (Rough-in and Final)
- Plumbing
- Insulation
- Final
- Septic (if applicable)

**NOTE: 48-Hour Notification Is Required For All Inspections**

Electrical inspections are done by authorized agencies only.

Certificates of Occupancy / Compliance will NOT be issued if a completed inspection sheet is not submitted.

Where applicable, such as hook up to water, sewer, installation of driveway culverts and/or sidewalks, municipal department head approval is needed before a C/O is issued.

Where applicable, such as for commercial food establishments or for summer camps, NYSDOH or NYSDEC approvals may also be required.

**PERMIT FEE SCHEDULE**

**RESIDENTIAL CONSTRUCTION**

**One-Family, Two-Family, Multiple Dwellings & Townhouses:**

\$100.00 for each 1,000 sq. ft. or portion thereof, of gross floor area.

**Accessory Buildings & Garages:**

\$25.00 for first 100 sq. ft. plus \$5.00 for each additional 100 sq. ft. or portion thereof.  
Minimum fee: \$25.00.

**Additions, Alterations and Repairs:**

By total value of work to be done. \$25.00 for first \$1,000.00 of work plus \$10.00 for each additional \$1,000.00 of work. Minimum fee \$25.00.

**Demolition:**

\$20.00 for all buildings up to 2,000 sq. ft.

\$40.00 for all buildings over 2,000 sq. ft.

**Signs:**

\$25.00 for first \$1,000.00 of work plus \$5.00 for each additional \$1,000.00 of work.  
Minimum fee: \$25.00.

**Miscellaneous:**

**(Woodstoves, swimming pools, etc.)**

By total value of work to be done. \$25.00 for first \$1,000 of work to be performed, plus \$10.00 for each additional \$1,000.00 of work. Minimum fee: \$25.00

### **Tragedy Reconstruction (Natural Disasters)**

Fees waived to rebuild to pre-existing size and placement

### **Building Permit Renewal:**

Half the original fee

## **COMMERCIAL CONSTRUCTION**

### **New Construction**

\$200.00 for first 1,000 sq. ft., or portion thereof, of gross floor area plus \$8.00 for each additional 100 sq. ft., or portion thereof

### **Accessory Structures**

Same as new construction fee plus any professional fees that may be incurred

### **Additions**

\$75.00 for first \$1,000.00 of construction value or portion thereof, plus \$8.00 for each additional \$1,000.00 of construction value or portion thereof

### **Alterations & Repairs**

\$25.00 for first \$1,000.00 of work plus \$10.00 for each additional \$1,000.00 of work

### **Signs**

\$25.00 for each \$1,000.00 of value or portion thereof

### **Demolition**

\$25.00 for all buildings up to 2,000 sq. ft.  
\$50.00 for all buildings over 2,000 sq. ft.

### **Tragedy Reconstruction (Natural Disasters)**

Fees waived to rebuild to pre-existing size and placement

### **Building Permit Renewal:**

Half the original fee

## **MOBILE HOMES**

Singlewide	\$100.00
Doublewide	\$200.00
Triplewide	\$300.00

The fee for a mobile home park license is either \$100.00 or \$10.00 per approved lot

## **MISCELLANEOUS CHARGES**

### **Certified Copy of C/O**

\$15.00. No fee when issued upon completion of construction pursuant to a current building permit

### **Temporary C/O:**

\$10.00 for up to 60 days. \$100.00 beyond 60 days.

### **Certificate of Compliance:**

\$15.00

## **OPERATING PERMITS**

Public Assembly	\$75.00 per year per assembly building
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## **FIRE INSPECTIONS**

Supporting or Accessory Structures	\$50.00 plus \$10.00 per building per year
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Multi-Building Establishments	\$50.00 plus \$10.00 per building per year
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Multi-Family Residences	\$50.00 plus \$10.00 per building per year
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Commercial Properties (example: store)	\$75.00 per year per operating permit
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## **OTHER FEES (TOWN CLERK'S OFFICE)**

Flood Letter:	\$10.00
Zoning Book:	\$10.00
Sub-division Book:	\$12.50
Town Code Book:	\$100.00
Town Code Supplements:	\$25.00

### **WHEN DO I NEED A PERMIT?**

New York State law mandates when a permit is required. A building permit is required when any structural change or major alteration is made to an existing building or when any new construction is undertaken. Normal building maintenance does not require a building permit in most instances. An application for a building permit may be obtained from the Building Department on the second floor of Town Hall, 120 North Main Street, Liberty, New York. A building permit issued by the Liberty Building Department serves as a formal and legal authorization to start construction work.

### **WHAT INFORMATION DO I NEED TO SUBMIT?**

Application for a building permit shall be made to the Code Enforcement Officer and shall contain the following information:

1. A description of the land on which the proposed work is to be done.
2. A statement of the use or occupancy of all parts of the land and the proposed building or structure.
3. The valuation of the proposed work.
4. The full name and address of the owner and of the applicant, and the names and addresses of their responsible officers if any of them are corporations, and the name and address of the owner's authorized agent, if any.
5. A brief description of the nature of the proposed work.
6. If the construction is to be in accordance with the provisions of the New York State Uniform Fire Prevention and Building Code, a statement that the application is made for permission to construct in accordance with the provisions of such code.
7. A statement that the applicant consents to permit the Code Enforcement Officer and any officer or employee of the Building Department to enter upon the premises without a search warrant in the manner prescribed in §60-6.
8. Such other information as may reasonably be required by the Code Enforcement Officer to establish compliance of the proposed work with the requirements of the applicable building laws, ordinances, rules and regulations.

ALSO:

- The application must be signed by the owner or the owner's authorized agent.
- The application shall be made by the owner or by the agent, architect, engineer or builder employed in connection with the proposed work. Where such application is made by a person other than the owner, it shall be accompanied by an affidavit of the owner that the proposed work is authorized by the owner and that the applicant to consent to permit the

Code Enforcement Officer and any officer or employee of the Building Department to enter upon the premises without a search warrant in the manner prescribed in §60-6.

- Each application for a building permit shall be accompanied by duplicate copies of plans and specifications, including a plot plan, drawn to scale, showing the location and size of all proposed new construction and all existing structures on the site, the nature and character of the work to be performed and the materials to be incorporated, distance from lot lines, the relationship of structures on adjoining property, widths and grades of adjoining streets, walks and alleys and, where required by the Code Enforcement Officer, details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. Plans and specifications shall bear the signature of the person responsible for the design and drawings and, where required by §7202 or §7302, an amended, of Articles 145 or 147 of the Education Law of the State of New York, the seal of a licensed architect or a licensed professional engineer. The Code Enforcement Officer may waive the requirement for filing plans and specifications for minor alterations and issue a building permit so stating.
- Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the Code Enforcement Officer and approval received from the Code Enforcement Officer prior to the commencement of such change of work.

### **ISSUANCE OR DENIAL OF PERMIT**

The Code Enforcement Officer shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith. The Code Enforcement Officer shall approve or disapprove the application within sixty (60) days from the date of submission of the application.

Upon approval of the application and upon receipt of the legal fees, the Code Enforcement Officer shall issue a building permit to the applicant upon the form prescribed by the Code Enforcement Officer and shall affix his or her signature or cause his or her signature to be affixed thereto.

Upon approval of the application, both sets of plans and specifications shall be endorsed with the word "approved." One (1) set of such approved plans and specifications shall be retained in the files of the Building Department and the other set shall be returned to the applicant, together with the building permit, and shall be kept by the applicant at the building site, open to inspection by the Code Enforcement Officer or the Code Enforcement Officer's authorized representative at all reasonable times.

If the application, together with plans, specifications and other documents filed, described proposed work which does not conform to all of the requirements of the applicable building regulations, the Code Enforcement Officer shall disapprove the same and shall return the plans and specifications to the applicant. Upon the request of the applicant, the Code Enforcement Officer shall cause such refusal, together with the reasons in writing.

### **PERFORMANCE OF WORK UNDER PERMIT**

A building permit shall be effective to authorize the commencing of work for a period of one (1) year after the date of its issuance. For good cause the Code Enforcement Officer may allow a maximum of one (1) extension for a period not exceeding one (1) year; paying one-half the original fee. All work shall conform to the approved application, plans and specifications and shall be in accordance with applicable building laws, ordinances, rules and regulations.

Building permits shall be prominently displayed on the job site at all times during the progress of the work so as to be readily seen from adjacent thoroughfares. Therefore, the applicant must acquire a Doc-Box or an equal apparatus.

The site inspection sheet as well as the permit must be attached to the Doc-Box in the tack area. It is the project owner or representative's responsibility to call the building department at a minimum of 48 hours in advance of any inspection that will be nonvisible due to the building process. Any required inspections that are missed will require the project engineer to certify in writing as to the work that has been done or the work will have to be removed to see the missed inspection. All needed inspections will be clearly noted on the inspection sheet.

When the project is complete and all required inspections have been documented, the owner or representative must bring the signed inspection sheet to the Building Department where a Certificate of Occupancy will be issued and mailed. **DO NOT MAIL THIS SHEET**. This sheet is the owner's proof that the project was completed in compliance with all codes.

### **REVOCAION OF PERMIT**

The Code Enforcement Officer may revoke a building permit issued in any of the following instances:

- Where the Code Enforcement Officer finds that there has been any false statement or misrepresentation as to a material fact in the application, plans or specifications on which the building permit was based.
- Where the Code Enforcement Officer finds that the building permit was issued in error and should not have been issued in accordance with the applicable law.
- Where the Code Enforcement Officer finds that the work performed under the permit is not being prosecuted in accordance with the provisions of the application, plans or specifications.
- Where the person to whom a building permit has been issued fails or refuses to comply with a stop order issued by the Code Enforcement Officer.

## **STOP ORDERS**

Whenever the Code Enforcement Officer has reasonable grounds to believe that work on any building or structure is being prosecuted in violation of the provisions of the applicable building laws, ordinance, rules or regulations or not in conformity with the provisions of an application, plans or specifications on the basis of which a building permit was issued or in an unsafe and dangerous manner, the Code Enforcement Officer shall notify the owner of the property or the owner's agent to suspend work. All work will be suspended until the stop order has been rescinded. The stop order will identify conditions under which the work may be resumed.

## **OBTAINING A 911 ADDRESS**

1. Apply for a building permit.
2. Send or fax a copy of the site plan or survey map to the 911 Center with the following information printed on the map:
  - Township and road name.
  - Section-Block-Lot number (tax map number).
  - Measurements from either or both property lines to the center of the driveway (indicate which property lines the measurements starts from).
  - Name and call back number of the homeowner.
  - Description of the building:
    - i. Number of stories
    - ii. Color of house
    - iii. Color of shutters or trim (if different).
    - iv. Any other distinguishing features of the house or property i.e., attached garage, fencing, shed or pool visible from driveway

If the house is unsold at the time it is being built, buyer or builder must contact the 911 Center with a description of the home when a C.O. is issued.

Information can be faxed to: 845-583-5158 or mailed to:

Sullivan County 911 Center  
P.O. Box 109  
White Lake, NY 12786