

**TOWN OF RIDGEWAY PERMIT # \_\_\_\_\_**  
**BUILDING PERMIT APPLICATION**

NOTE: An incomplete application may delay the timely issuance of your permit. Please enter N/A if a section is not applicable.

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**PART 1: General Information**

**1. Project Location and Information**

Number and Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Current Use of the Property/Building: \_\_\_\_\_

Proposed Use of the Property/Building: \_\_\_\_\_

**2. Owner Identification**

Owners Name: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Type of Construction or Improvement**

New Building- Proposed Use: \_\_\_\_\_

Conversion – Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Alteration    Addition    Relocation    Repair/Replacement    Demolition    Misc. Structure or Equipment

**4. Description of Project:** \_\_\_\_\_

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**5. Estimated Project Cost:** Contractors Estimate for Work to be Performed: \_\_\_\_\_

If the Work is to be Performed by Homeowner: \_\_\_\_\_

**\* USE APPROPRIATE FEE SCHEDULE – FEES ARE NON-REFUNDABLE** \_\_\_\_\_

**For Office Use:** Reviewed: \_\_\_ / \_\_\_ / \_\_\_    Approved    Denied C.E.O. Signature: \_\_\_\_\_

Reason for Denial / Special Notes: \_\_\_\_\_

Special Approval Needed By:    Zoning Board    Planning Board    Other    None

Electronic File Saved for this Project   Date \_\_\_\_\_

**PART 2: Designers and Contractors**

- 1. Architect/Engineer:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 2. General Contractor:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 3. Electrical Contractor:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 4. Plumbing Contractor:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 5. Mechanical Contractor:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 6. \_\_\_\_\_ Contractor:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_
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**PART 3: Project Location and Details**

**\* PLEASE ATTACH A SKETCH OR SITE PLAN!**

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions.
  2. The distance of the proposal from all lot lines.
  3. The distance of the proposal from any structure including neighboring structures.
  4. The depth of the proposed foundation or footers.
  5. The maximum percentage of the lot to be covered by building(s).
6. Addition will be used as:
- |                                      |                                      |                                    |                                |
|--------------------------------------|--------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Family Room | <input type="checkbox"/> Living Room | <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Den   |
| <input type="checkbox"/> Living Room | <input type="checkbox"/> Full Bath   | <input type="checkbox"/> Half Bath | <input type="checkbox"/> Other |
7. Basement:
- |                               |                                  |                                |                               |                               |
|-------------------------------|----------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Full | <input type="checkbox"/> Partial | <input type="checkbox"/> Crawl | <input type="checkbox"/> Pier | <input type="checkbox"/> Slab |
|-------------------------------|----------------------------------|--------------------------------|-------------------------------|-------------------------------|
8. Garage:
- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
|-----------------------------------|-----------------------------------|
9. Utilities:
- |                                   |                              |                                |
|-----------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | <input type="checkbox"/> Other |
|-----------------------------------|------------------------------|--------------------------------|
10. Deck/Porch:
- |                               |                                  |                                   |                                   |                                |
|-------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Open | <input type="checkbox"/> Covered | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Screened | <input type="checkbox"/> Other |
|-------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------------------------|

IMPORTANT NOTICES: READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office/Building Inspector and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Ridgeway, and all other applicable codes, rules or regulations.
  
2. It is the owner's responsibility to contact the Code Enforcement Officer (Monday through Friday 8am-4:00pm) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).  
DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
  
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
  
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. **No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificate, C-105.2 exemption form, or Bp-1 exemption form is attached.**
  
5. If a Certificate of occupancy is required, the structure shall not be occupied until said certificate has been issued.
  
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material and lead abatement.
  
7. This permit does not include any privilege of encroachment in, over, under, or upon any village/town street or right-of-way.
  
8. Special legal and or engineering fees incurred by the Municipality as a result of permitted project shall be reimbursed by applicant/owner.
  
9. Permit must be displayed and visible from the road.

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

Adopted 9/2022

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

## Fee Schedule

Construction	Ridgeway
Commercial	\$75.00
New Construction - additional cost per 100sq.ft.	\$4.00
Additions or interior/structural changes - additional cost per 100 sq. ft.	\$4.00
Residential	\$50.00
New Construction - additional cost per 100 sq. ft.	\$4.00
Additions or interior/structural changes - additional cost per 100 sq. ft.	\$4.00
Garages	\$50.00
New Construction - additional cost per 100 sq. ft.	\$4.00
Additions or interior/structural changes - additional cost per 100 sq. ft.	\$4.00
Conversion of Use - per sq. ft.	\$4.00
Agricultural (Bins, Barns, Storage Structures, etc...)	\$50.00
Carports (with open sides)	\$25.00
Pole Barns	\$50.00
Storage Buildings - more than 120 sq. ft. (* Sheds Not Fastened to the Ground)	\$50.00
Porches, Decks, Gazebos, etc...	\$25.00
Swimming Pools & Hot Tubs	\$25.00
Fences	\$25.00
Solid Fuel Burning Stoves	\$25.00
Residential solar, geothermal, etc...	\$100.00
Sign Permit	\$15.00
Demolition Permits	\$25.00
Application to Zoning Board of Appeals for Variance	\$50.00
Application to Planning Board for Special Use Permits	\$50.00
Research for Lawyers, Banks or Realtors for Property Zoning Information	\$50.00
Permit Extensions (6 months)	\$25.00

**\* Fees are non-refundable and subject to change at any time without notice.**