

PHIL TREMBLAY
BUILDING INSPECTOR
CODE ENFORCEMENT OFFICER
Town of Lyndon
852 Lyndon Center Rd.
716-676-9928 (Office)
716-548-2372 (Cell)

To: **ALL COMMERCIAL APPLICANTS,**

Please be advised, that anyone who does work for another is considered to be a contractor, and therefore is required to carry Liability Insurance to protect the Homeowner, Utilities Co., and the Town of Lyndon from any accidents incurred during your construction project.

Please have all of the contractors, **(i.e. Electric, Plumbing, Carpentry, Excavation, Landscaping, Block and Concrete,)** provide me with a Certificate of Insurance of at least \$400,000.00 coverage before beginning construction.

It is also required by State Law that before any digging of any kind is commenced, that the **UFPO** is notified at least 2 full working days before starting any such work, to report, call 811.

REMEMBER, IT IS YOUR RESPONSIBILITY TO NOTIFY ME OF ANY CHANGES OR INSPECTIONS THAT ARE READY TO BE DONE.

Thank you in advance for your cooperation regarding the above, and good luck with your project.

Sincerely,

Phil Tremblay
Town of Lyndon
Code Enforcement Officer
Building Inspector

Permit Application Procedure

1. Obtain a Permit Application and specifications from the Town Clerk or Town Website lyndontown.org and **fill it out completely**. Fill out only the information that pertains to the project that you are doing, and you **MUST** include your Tax Map Number with express directions to the Property.
2. Return the completed application along with 2 sets of plans or sketches and the proper fee to the Town Clerk to be forwarded to the Building Inspector. Plans must show the basic size of the structure, floor plans, a three dimensional view of the structure, a list of materials and a plot plan (view of the property and the location of all structures, septic, water, and roads).
3. The completed application must be filed at least 20 days prior to the anticipated starting date of the project.
4. The Building Inspector will review the permit application and the plans to make sure that they comply with all applicable codes and laws. If there are any violations, they will be noted and the plans returned to the applicant for correction. A permit will be approved and issued when the plans comply with all necessary code laws. (Note: if plans must be resubmitted to the inspector, it is not necessary to pay any additional permit fees.)
5. **THE PERMIT AND SET OF PLANS MUST BE ON THE PROJECT SITE AT ALL TIMES.**
6. A Certificate of Insurance, for all contractors, which will be working on the project, for at least \$400,000.00, also proof of compliance with mandatory coverage provisions of the Worker's Compensation Law, will be filed with the Building Inspector, before any work will be permitted to commence. (A contractor is defined as anyone who does work for someone else for pay, money or barter.)

Homeowners to file Form BP-1 (12/08)

Exception:

A building permit is NOT required for the performance of necessary repairs that do not involve material alteration of the structural features, and / or plumbing, electrical or HVAC systems, including for example, the replacement of siding and patching of roofing materials less than 25% of the whole roof, of the same kind and quality. Such work shall nevertheless, be done in conformance with the Uniform Building Code. Everything else will require a permit

Note: The Commercial Owner (or their Agent) is responsible for notifying the C.E.O/Building Inspector and getting the Inspections done.

BUILDING PERMITS ARE VALID FOR ONE YEAR.

RENEWING BUILDING PERMITS: In the event that a building permit must be renewed, a fee equal to 50% of the original building permit fee will be charged prior to re-issuance. Building Permits can be renewed three concurrent times only. At that expiration, application for a new building permit with associated fees will be instated.

Town of Lyndon

Commercial Building Permit Fee Schedule

PLEASE NOTE IF BUILDING IS STARTED BEFORE GETTING A PERMIT THE FEE'S ARE DOUBLE.

Open to Public Commercial Building – Any Building open to the public that sells produces goods or services for revenue.

FEE ----- \$500.00 + .05/sqft

Closed to Public Commercial Building – Any Building not open to the public that produces goods or services for revenue.

FEE ----- \$500.00 + .05/sqft

Remodeling –

Structural Change FEE ----- \$100.00

Increase of Commercial Space FEE ----- \$100 + .05/sqft

Apartment Building –

FEE ----- \$1,000 + \$100 per apartment

Re-Roofing –

FEE ----- \$100.00

Green House – Open to the Public

FEE ----- \$100 + .05/sqft

Electronic Signage –

FEE ----- \$50.00

Demolition –

FEE ----- \$50.00

Change of Use – From non-residential (example: shed, barn, garage) to a residential dwelling (example: house, cabin, or any dwelling a person or persons will be living or staying in) also a engineers stamped blue print that is approved by the Code Enforcement Officers will be required regardless of the size of the structure.

FEE ----- \$1,000.00

Solar Panels – Commercial Installation

FEE ----- \$2,500.00 per 10 Megawatts

Wind Turbine Installation –

Commercial – Cost Per Unit

FEE ----- \$5,000 + \$1,000 each

New/ Replacement 911 Address Sign –

FEE ----- \$25.00

Instructions:

1. Provide line drawings for additions/alterations to existing structures on attached sheets.
2. Use attached sheet(s) for new buildings and structures, blue prints/plans drawn to scale, including:
 - A. Overall dimensions
 - B. Plot plan
 - C. Floor plan
 - D. Foundation plan
 - E. Framing planning including: material sizes and descriptions
 - F. Typical wall cross-section from bottom of foundation to top of peak- showing all material.
 - G. Electrical, heating, plumbing, insulation, and ventilation information.
 - H. Window and door information.
3. Drawings for Commercial structures over 1,500 sq. ft. require Architect/Engineer seal and signature on plans and drawings.
4. Please print the application form out or pick one up from the Town Clerk. Once completed please mail or drop off application and all necessary blue prints and forms to the Town Clerk with a check for the corresponding amount made out to the Town of Lyndon. If bringing the application to the Town Clerk you can also pay in Cash. (Credit Card payments will be available soon both online and in the Town Clerk's Office)
5. Building Permit Applications **MUST** be submitted at least **20 DAYS BEFORE** you're building project is set to begin.

Commercial Building Permit Application

Town of Lyndon
852 Lyndon Center Road
Cuba, New York 14727
Code Enforcement Officer: Phil Tremblay
Cell Phone: (716) 548-2372

PLEASE FILL OUT ALL REQUIRED INFORMATION OR THE APPLICATION WILL NOT BE ACCEPTED. PLEASE NOTE THAT BY PAYING AND SUBMITTING THIS APPLICATION TO THE TOWN CLERK IT DOES NOT MEAN YOU HAVE A BUILDING PERMIT. THE TOWN CLERK WILL FORWARD THE INFORMATION ON TO THE CODE ENFORCEMENT OFFICER FOR REVIEW. ONLY THE CODE ENFORCEMENT OFFICER CAN ISSUE A BUILDING PERMIT.

Property Description Number / Tax Id Number: _____

Property Owners name and address: _____

Property Owners phone number: _____

Address of worksite: _____

Builders name and address: _____

Describe Project & Building Use: _____

Structural Specifications

Length: _____ Width: _____ Height: _____ Sq. Footage: _____

Type of Foundation: _____ Type of Heating System: _____

Cost of Construction: \$ _____ Fee for Permit: \$ _____ (Payable to Town of Lyndon)

I hereby apply under the Building codes of New York State and I certify that the statements contained in the application are true to my knowledge. I also authorize the Code Enforcement Officer to inspect the premises of a building/construction permit. I understand that making false statements on this document is punishable by law.

Owners Signature: _____ Date: _____

AGENCY USE ONLY

Application: Approved _____ Denied _____ Date issued _____

Reason: _____

Fee: \$ _____ Paid _____ Unpaid _____ Paid by: Cash _____ Check _____ Permit number: _____

Signature of Code Enforcement Officer

Dated