

TOWN OF HECTOR

5097 STATE ROUTE 227

BURDETT NY 14818

(607) 546-5286 Monday - Friday 9am to 4pm

Fax: (607) 546-5200

Code Enforcement Officer : Jason Santobianco – Cell # (607) 280-1040 email : codes@hectorny.us

TO: Building Permit Applicants

Building Permits are required for: Additions to existing buildings, installations of manufactured homes, renovations, any residential/commercial construction and any detached storage building over 140 square feet.

NO WORK SHALL START PRIOR TO A PERMIT BEING ISSUED.

THE FOLLOWING ITEMS ARE REQUIRED WHEN FILING FOR A PERMIT:

1. The **APPLICATION FOR CONSTRUCTION/INSPECTION** form: completed and signed
2. **FEE for permit: Cash, Check or Money Order payable to TOWN OF HECTOR**
Fee is determined by construction value. See fee schedule on back.
3. **TWO STAMPED SETS OF PAPER PLANS OR ELECTRONIC PLANS DIRECTLY FROM THE DESIGN PROFESSIONAL** required for residential construction over 1500 square feet, additions resulting in the total square footage of the home exceeding 1500 square feet, or alterations of existing structure of \$20,000.00 or more, manufactured home roofs or any commercial application according to NYS Education Law.
4. **DETAILED SKETCH** of proposed building showing window/door sizes, foundation, roof trusses, cost estimate and a materials list for construction are required when stamped plans are not.
5. **SEPTIC SYSTEM PERMIT** is required for new construction, certain alterations or installations. Contact Schuyler County Watershed at phone 607-535-6868; FAX 607-535-6867.
6. **SITE PLAN** – a sketch showing location of buildings, well, and septic. **Distances to property lines must be shown;** over 10 ft. can be estimated. If necessary, provide Flood Plain/Elevation Certificate.
Driveways: Contact the appropriate Town/County/State Highway Department for authorization, etc.
7. **INSURANCE CERTIFICATE** – proof of Workmen's Compensation & Disability Insurance is required for all Contractors with employees. If exempt, an Affidavit of Exemption (WC/DB Exemption Form CE200) must be completed. Please be sure project owner/site is listed on insurance documents.
8. **MANUFACTURED HOMES – REQUIRES CERTIFIED INSTALLER** - year, make and/or model, HUD number, and dimensions must be provided. Drawings of footers, piers or supports as specified by manufacturer must be provided. Used homes without a HUD number require a relocated home inspection for electric, heat, plumbing and structure. Concrete pads require Architect/Engineer's stamped plan.
9. **SWIMMING POOLS** – permit required if 24" deep or more. In-ground and all soft-sided pools (more than 24" deep) must be fenced. See swimming pool regulations Appendix G.
10. **FIRE/HOUSE NUMBER** – Contact Schuyler County Emergency Management at 607-535-8200 to obtain or get form at www.schuylercounty.us/emo. 4" tall fire numbers are required.
11. **TENTS** – A permit is required for tents used for public assembly.
12. **ELECTRIC** – Must be inspected by a State Certified Electrical Inspector (see back).

Upon approval of the plans, you will be issued a building permit to be posted on the premises and may commence work. **NO BUILDING MAY BE OCCUPIED OR USED WITHOUT A CERTIFICATE OF OCCUPANCY OR COMPLIANCE.** Applicants/Owners are responsible for arranging required inspections. **FAILURE TO REQUEST INSPECTIONS IS AT YOUR OWN RISK OF HAVING TO MAKE CHANGES IN ORDER TO COMPLY WITH THE NYS UNIFORM FIRE AND BUILDING CODE.**

Inspections are conducted Monday thru Friday only. Applicants must call the Code Enforcement Officer to arrange for required inspections. **Advance notice of 24 to 48 hours is necessary.**

ELECTRIC – All electrical work requires a separate inspection by a State Certified Electrical Inspector. **THE SAME ELECTRICAL INSPECTOR MUST DO BOTH ROUGH AND FINAL INSPECTIONS.** Fees for this are not included with the building permit. The Town reserves the right to approve or disapprove the use of any specific inspector.

Local Inspectors:

Fred Fitch	607-535-7330	fwfitch@stny.rr.com
Sam Agnello	315-573-3779	
Kevin Crull	607-753-7118	

TOWN OF HECTOR BUILDING PERMIT FEE SCHEDULE

Up to \$10,000	\$100.00
\$10,000 – 5,000,000.....	\$100.00 for the first \$10,000 plus \$2.00 for each additional \$1,000 or fraction thereof.
Excess of \$5,000,001	To be negotiated.
Late Filing Fee – Equal to two times the normal permit fee	
Fee to Rescind (Remove) a Posted Legal Notice	\$100.00
Electrical Service Upgrade.....	\$50.00
Swimming Pools (installations over 24” deep)	\$50.00
Wood Stove (solid fuel) Installation	\$50.00
Residential Deck	\$50.00
Sheds Over 144 sq ft.....	\$50.00
Roof Replacement (non-structural)	\$50.00
Tents	Single.....\$50.00.... Multiple.... \$75.00
Demolition.....	\$50.00
Expired Permits – Renewal Fee equal to 25% of original permit fee charged. First renewal free	
Annual Fire/Public Assembly Inspections.....	\$75.00
Churches/Non-profits.....	No Fee

*Should a building project require a third-party plan review the applicant will be responsible for those fees. The codes office will notify the applicant prior to processing the permit should a plan require third party review.