

**OFFICE USE ONLY**  
Permit # \_\_\_\_\_  
Fees \$ \_\_\_\_\_

**BUILDING PERMIT APPLICATION  
TOWN OF CHARLTON**

**PROPERTY OWNER:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_ **TAX MAP#** \_\_\_\_\_

**Is the property abutting an accepted street?** \_\_\_\_\_ **FIRE DISTRICT** \_\_\_\_\_

**ZONING: RES** \_\_\_\_\_ **AGR/RES** \_\_\_\_\_ **AGR** \_\_\_\_\_ **LOT SIZE** \_\_\_\_\_

---

---

**TYPE OF CONSTRUCTION: NEW** \_\_\_\_\_ **ADDITION** \_\_\_\_\_ **POOL** \_\_\_\_\_ **OTHER** \_\_\_\_\_

**PRINCIPAL USE:** \_\_\_\_\_

**SQUARE FOOT OF ADDITION:** \_\_\_\_\_

**ESTIMATED COMPLETED VALUE: \$** \_\_\_\_\_ *(include: land, plumbing, heating and electrical)*

**CLASSIFICATION:** *Residence* \_\_\_\_\_ *Garage* \_\_\_\_\_ *Commercial Bldg.* \_\_\_\_\_ *Farm Bldg.* \_\_\_\_\_ *Other* \_\_\_\_\_

**BUILDER** \_\_\_\_\_

---

---

**SEPTIC SYSTEM: NEW** \_\_\_\_\_ **REPAIR** \_\_\_\_\_

**SIZE OF TANK:** \_\_\_\_\_ **TRENCH WIDTH** \_\_\_\_\_ **TRENCH DEPTH:** \_\_\_\_\_

**# OF LATERALS:** \_\_\_\_\_ **LENGTH OF LATERALS:** \_\_\_\_\_

**TOTAL LINEAR FEET:** \_\_\_\_\_ **PIPE SIZE:** \_\_\_\_\_

*IF NEW: ATTACH A COPY OF APPROVED PERC TEST AND SYSTEM DESIGN  
COMPLETE ITEM # 5 OF APPLICATION (PLOT PLAN)*

---

---

***TO BE COMPLETED FOR NEW CONSTRUCTION ONLY***

**HOUSE STYLE:** 1. Ranch 2. Raised Ranch 3. Split 4. Cape 5. Colonial 6. Log Cabin 7. Other

**NUMBER OF STORIES** \_\_\_\_\_ **GARAGE: # OF STALL(s)** \_\_\_\_\_ **ATTACHED: YES NO**

**EXTERIOR WALLS:** 1. COMPOSTION 2. CONCRETE 3. STUCCO 4. FRAME 5. ALUM/VYL 6. SHINGLE

7. BRICK FRAME 8. BRICK 9. STONE 10. OTHER

**INSULATION: TYPE/DENSITY** \_\_\_\_\_

**BASEMENT:** 1. NONE (PIER SLAB) 2. NONE (CRAWL) 3. PARTIAL 4. FULL **BASEMENT FLOOR:** \_\_\_\_\_

**HEAT:** 1. NONE 2. ELECTRIC 3. HOT AIR 4. CENTRAL W/AC 5. HEAT PUMP

**PLUMBING: YES or NO**

**NUMBER OF BATHROOMS:** \_\_\_\_\_ **NUMBER OF BEDROOMS:** \_\_\_\_\_

**ELECTRICAL SERVICE: AMPS** \_\_\_\_\_

**FIREPLACES:** \_\_\_\_\_ **WOODSTOVES:** \_\_\_\_\_ **PELLET** \_\_\_\_\_ **OTHER** \_\_\_\_\_

**ATTACH COPY OF BUILDING PLANS. EXCLUDE BASEMENT IF UNFINISHED.**

**PLOT PLAN: ATTACH COPY OF PLOT PLAN TO APPLICATION INDICATING THE FOLLOWING:**

1. Location of proposed construction
2. Location of well(s), septic system(s), and storm systems
3. All buildings currently on property
4. Streams, pond(s), or wetlands
5. Set back distances from all sides of construction to property lines
6. Indicate lot size and dimensions
7. Proof of Workers Compensation and Disability Benefits Insurance Coverage Required

- 
- 
1. No Certificate of Use or Occupancy issued until after final inspection
  2. Building permit becomes void 12 months after issuance if work has not started
  3. This application and building permit must remain on premises until after Final Certificate of Use/Occupancy
  4. The permit will be revoked in the event that a false statement appears
  5. The building permit is issued to conformance with the requirements of the Charlton Zoning Ordinance, and the NYS Uniform Fire Prevention and Building Codes
  6. Driveway must comply with the Highway Department specifications
  7. Applicant must contact Zoning Officer & Building Inspector for final inspection and to obtain a Certificate of Use/Occupancy before use or occupancy of permitted work
- 
- 

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Application Received and Reviewed \_\_\_\_\_

\_\_\_\_\_  
*Zoning Officer Signature*

\_\_\_\_\_  
*Date*

Application and Permit Issued \_\_\_\_\_

\_\_\_\_\_  
*Zoning Officer Signature*

\_\_\_\_\_  
*Date*

---

---

**You must call the Building Inspector for the following inspections before going on to the next step:  
CALL Richard Moon AT 882-6140 FOR AN APPOINTMENT**

**Setbacks from front** \_\_\_\_\_

**Sidelines** \_\_\_\_\_

**Footing before pouring** \_\_\_\_\_

**Foundation and footing drain before backfill** \_\_\_\_\_

**Rough Frame before covering inside** \_\_\_\_\_

**Insulation** \_\_\_\_\_

**Rough Plumbing** \_\_\_\_\_

**Wiring – UNDERWRITER APPROVAL**

**Distance between leach fields and all well** \_\_\_\_\_

**NEEDED** \_\_\_\_\_

**Septic system before covering** \_\_\_\_\_

**Number of Lines** \_\_\_\_\_

**Chimney clearances** \_\_\_\_\_ **Woodstove clearances** \_\_\_\_\_ **Smoke Alarms** \_\_\_\_\_

**Fire separation between attached garage and house** \_\_\_\_\_

**Exterior finish** \_\_\_\_\_ **Final Grading** \_\_\_\_\_ **Firefighting access** \_\_\_\_\_

**FINAL INSPECTION by Building Inspector** \_\_\_\_\_  
*(Signature of Building Inspector)*

\_\_\_\_\_  
*Date*

**Co – Issued – Signature of Zoning Officer** \_\_\_\_\_

\_\_\_\_\_  
*Date*