

TOWN OF CHARLTON BUILDING PERMIT PROCEDURES

1. Complete 4 copies of the application, attaching 4 copies of any appropriate forms e.g. plot plan or perc test, plans. All forms must be folded to fit a letter size file folder with application on top. These should be 4 separate files (sets).
2. Return all completed forms to the Zoning Administrative Office for review.
3. After project approval by building inspector, receive and post permit.
4. Once project is complete, a Certificate of Occupancy (CO) or a Certificate of Use must be obtained from the Zoning Administrators Office. **Allow 7 – 10 days for completion of this process after final inspection by the Building Inspector.**

For additional information or questions regarding zoning, please contact the Zoning Administrators Office on Tuesday evenings at the Charlton Town Hall between 7:00 pm and 9:00 pm. Phone number: 384-0152 Ext. 204

Or you can call:

Rick Moon, Building Inspector can be reached at 882-6140 Mon-Fri, 7:30 – 9:00am, otherwise voice mail.

Dave LaFountain, Zoning Administrator can be reached at 857-4109

Karen English, Zoning Assistant can be reached at 882-6627

ONLY CHECKS ARE ACCEPTED

BASIC REQUIREMENTS FOR INSTALLATION AND INSPECTION OF INDIVIDUAL HOSEHOLD DISPOSAL SYSTEMS

(PERMIT REQUIRED)

Septic Tank	Minimum 1,000 gallon concrete – Minimum 10 ft. from dwelling. Line from dwelling to tank – Cast iron or schedule 40 PVC (min. 1/4 in. pitch) per foot. Line from tank to district box (min. 1/8 in. pitch) per foot
Headers	4 in. solid pipe
Field Lines	4 in. perforated (0 in. to 1/16 in. pitch)
Trenches	Min. 24 in. width – 24 in. dept All joints at tank and district box must be cemented. The end of leach lines must be capped or looped. #2 or #3 stone in trenches covered with untreated paper (building paper).
Inspection	All above installation procedures are to be verified. Two to three ft. of each end of all leach lines are to be left uncovered. Water will be put into the district box to check level of outlet lines to assure even distribution. If there is a problem with cement or caulk, be sure to allow time for drying. Figure this into your cost.

NOTE: Septic System Design Shall Include Consideration of Any And All Wetland Regulations

There will be a charge for a second inspection if not ready.

There will also be a penalty for working without a permit

Office of the Zoning Administrator

Occupancy Class _____

OFFICE USE ONLY

Construction Class _____

Permit # _____

Fees\$ _____

**BUILDING PERMIT APPLICATION
TOWN OF CHARLTON**

PROPERTY OWNER: _____ PHONE # _____

Proof of ownership required (Deed, Tax roll etc.) _____

PROPERTY LOCATION: _____ TAX MAP# _____

Is the property abutting an accepted street? _____ FIRE DISTRICT _____

ZONING: RES _____ AGR/RES AGR _____ LOT SIZE _____

Has applicant received required Driveway Construction Permit? **YES** _____ **NO** _____ **N/A** _____

Wetlands: Does this parcel have any designated wetlands? **YES** _____ **NO** _____ **N/A** _____

*If **YES**, required agency approvals must be obtained and provided prior to issuance of the building permit.*

TYPE OF CONSTRUCTION: NEW _____ ADDITION _____ POOL _____ OTHER (describe below) _____

PRINCIPAL USE: _____

SQUARE FOOT OF ADDITION: _____

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

CLASSIFICATION: Residence _____ Garage _____ Commercial Bldg. _____ Farm Bldg. _____ Other _____

BUILDER: _____

Proof of Workers Compensation and Disability Benefits Insurance Coverage Required (Accord Forms NOT Accepted)

SEPTIC SYSTEM: NEW _____ REPAIR _____

SIZE OF TANK: _____ TRENCH WIDTH TRENCH DEPTH: _____

NUMBER 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)

EXTERIOR FINISH: COMPOSTION _____ CONCRETE _____ STUCCO _____ WOOD _____

ALUM/VYL _____ SHINGLE _____ BRICK _____ STONE _____ OTHER _____

HEAT: NONE _____ ELECTRIC _____ HOT AIR _____ CENTRAL W/AC _____ HOT WATER _____

WATER SOURCE: PRIVATE _____ PUBLIC _____

FIREPLACES: _____ **WOODSTOVES:** _____ **PELLET** _____ **OTHER** _____

Please give a description of project and it's usage:

ATTACH COPY OF BUILDING PLANS

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
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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 in 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
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Signature of Applicant	Date
Application Received and Reviewed _____	_____
Building Inspector Signature	Date
Application Reviewed 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 NEEDED _____

Distance between leach fields and all well: _____

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 _____ Driveway Apv'd _____

FINAL INSPECTION by Building Inspector: _____

Signature of Building Inspector Date

Co — Issued by Zoning Officer _____

Signature of Zoning Officer Date