

# Application Process

## How to apply for a Building and/or Zoning Permit:

1. Download the appropriate application(s).
2. Complete the application and return it to the Codes drop box located outside the Town Office Building or Town Clerks Office during regular business hours: Tue. 9-2, Wed. 9-2 & 5-8, Thur. 9-2 & 5-8.

### Include:

Tax map number found on your annual tax statement.

Two sets of design documents as noted in the General Requirements.

*Note: Design documents must conform to NYS Building Codes and describe the materials, sizes, spacing, and building heights.*

A copy of the stamped engineered plans for any structural wood or steel members.

A copy of your contractor/contractors liability insurance and workers compensation documents, if required.

If you are a do-it-yourselfer and the application is for your owner occupied residence.

### Include:

Tax map number found on your annual tax statement.

Two sets of design documents as noted in the General Requirements.

*Note: Design documents must conform to NYS Building Codes and describe the materials, sizes, spacing, and building heights.*

A copy of the stamped engineered plans for any structural wood or steel members.

A copy of your homeowner's insurance policy showing liability coverage for bodily injury.

A completed CE-200 form available from this website,

[https://www.businessexpress.ny.gov/app/answers/cms/a\\_id/2263/kw/ce-200](https://www.businessexpress.ny.gov/app/answers/cms/a_id/2263/kw/ce-200)

3. A Building and/or Zoning Review will be completed of your submitted application and required documents by the Building / Zoning Codes Officer.
4. A Codes Officer will contact you within a few days with further information or direction.

**NOTE: PLEASE SIGN APPLICATION PRIOR TO SUBMITTAL**

**Application for Building Permit**  
**Town of Floyd Office of Code Enforcement**  
**8299 Old Floyd Rd. Rome, N.Y. 13440**  
**Ken - Cell (315) 335-3889 / Fax (315) 865-4126**

Date \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Application is hereby made to the Office of Codes Enforcement for the issuance of a Building Permit pursuant to the N.Y.S. Uniform Fire Prevention and Building Code for the proposed construction, renovation, or alteration herein described, and those plans submitted for such. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and conditions expressed, including visits to the construction site for routine and special inspections. In the event of changes occurring during construction, the Town of Floyd Building Codes Official shall be notified immediately.

→Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone no. \_\_\_\_\_

→Property Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone no. \_\_\_\_\_

→Contractor's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone no. \_\_\_\_\_

→Liability insurance carrier and policy# \_\_\_\_\_

→Worker's Compensation required ☐ Yes ☐ No

◇If you answered No and you are the homeowner or a business owner with no employees, an Affidavit for New York Entities and Any Out of State Entities attesting that NYS Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required an exemption form CE-200 needs to be completed.

◇If more than one Contractor will be required for project completion, print out the "Contractor's Addendum" and continue with the Contractor's information.

→Proposed Construction & Use \_\_\_\_\_

→Building Height \_\_\_\_\_ Stories \_\_\_\_\_

→Building size \_\_\_\_\_ Area \_\_\_\_\_

Building Permit is hereby

☐ Approved ☐ Disapproved

For the construction, renovation or alteration of  
the proposed construction as set forth above.

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Fee \_\_\_\_\_

Building Codes Enforcement Official \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Print \_\_\_\_\_