

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

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 Zoning Permit
Town of Floyd Office of Zoning 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 Zoning Permit pursuant to the local Zoning Ordinance 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. _____

→Zoning District _____

→Proposed Construction & Use _____

→Lot size _____ Area _____

→Existing Building Size _____ Area _____

→New Building Size _____ Area _____

→Building Height _____ Stories _____

→Estimated Cost _____

Zoning Set Backs from proposed construction in feet

→Front Yard Depth measured from center of road _____ ft.

→Right Side Yard Width measured from property line _____ ft.

→Left Side Yard Width measured from property line _____ ft.

→Rear Yard Depth measured from property line _____ ft.

Zoning Permit is hereby

☒ Approved ☐ Disapproved

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

☐ Special Use Permit

☐ Use Variance

☐ Area Variance

Remarks _____

Permit Fee _____

Zoning Codes Enforcement Official _____ Date _____

Applicant Signature _____ Date _____

Applicant Print _____