

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 Pool/Hot Tub 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. _____

This application is hereby made to the Office of Codes Enforcement for the issuance of a Sanitation Permit pursuant to the N.Y.S. Uniform Fire Prevention and Building Code and the Town of Floyd local code for the 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 and this is your primary residence, an exemption form BP-1 needs to be completed and notarized by a Notary Public.

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

→Electrical Inspector's Name _____
Address _____ Phone no. _____

→Proposed Construction, Renovation, or Alteration _____

→Proposed Barrier _____ Will a deck be constructed at this time? _____

Building Permit is hereby Remarks _____ ☐ Approved ☐ Disapproved

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

Permit Fee _____

Building Codes Enforcement Official _____ Date _____

Applicant Signature _____ Date _____

Applicant Print _____