

**TOWN OF JERUSALEM**  
**3816 Italy Hill Road**  
**Branchport, New York 14418**  
**Phone: (315) 595-2284**  
**Fax: (315) 595-2558**

No. \_\_\_\_\_ (Owner Name)  
Tax Map # \_\_\_\_\_ (Address)  
Lot Size \_\_\_\_\_  
Date \_\_\_\_\_ (Telephone #)

**BUILDING PERMIT APPLICATION**

1. Nature of work (check): Single family home [ ] Seasonal home [ ] Multiple dwelling [ ]  
Renovation [ ] Garage [ ] Addition [ ] Farm Related [ ] Other [ ] \_\_\_\_\_
2. Street address or road \_\_\_\_\_
3. Change of use or occupancy [ ] If business, commercial, or mixed occupancy, state nature and extent of use. \_\_\_\_\_  
\_\_\_\_\_
4. Describe project in full \_\_\_\_\_  
\_\_\_\_\_
5. Square footage – 1<sup>st</sup> flr. \_\_\_\_\_ 2<sup>nd</sup> flr. \_\_\_\_\_ 3<sup>rd</sup> flr. \_\_\_\_\_ Total \_\_\_\_\_ Basement \_\_\_\_\_
6. Name and address of contractor \_\_\_\_\_
7. Estimated cost of construction \_\_\_\_\_

[ ] **PLOT PLAN** (160-65) A dimensioned plan to scale, indicating the shape, size, height and location in exact relation to all property lines and to street or road lines of all buildings or structures to be erected, altered or moved and of any building or structure already on the lot. A current survey may be required.

[ ] **APPROVED SET OF BUILDING PLANS** – Any plans for a Home or an addition & All Commercial Buildings will require a Stamp and Certification by a NYS Licensed Engineer or Architect. Any addition costing more than (\$20,000) will also require Stamped & Certified Plans by a NYS Licensed Engineer or Architect.

[ ] **SEPTIC PLAN** – New Home Building Sites will require a permit to hook-up to a Municipal Sewer or a Septic Construction Permit.

[ ] **SEPTIC PLAN** – Existing Home Sites – Septic systems will be reviewed for size and adequacy by records on file. If records are not available, the septic tank will have to be uncovered, pumped and inspected.

**\*\* Affirmation: I hereby affirm under the penalties of perjury that the information contained on this application is true and complete.**

\_\_\_\_\_  
Signature of Owner or Agent of Owner

Upon issuance of a building permit, work may proceed as set forth in the specifications, plans or statements as filed with the Code Enforcement Officer. Any amendments made to the original plans and specifications must first be submitted for approval. Building permits shall become void six (6) months from the date of issuance unless substantial progress has been made and may be renewed for an additional six (6) months, upon request, without the payment of an additional fee.

NOTE: As a result of the issuance of the Building Permit, the Town Assessor is notified. The assessor will visit the site periodically during construction to judge the percent of completion. This completed percentage is added to the roll annually, and the Owner of Record will be notified of any change each year until the project is judged complete.