

Town of Geneva
3750 County Road 6
Geneva, New York 14456

**EXCAVATION/GRADING/FILL
PERMIT APPLICATION**

Building Permit #: _____ **Date Issued:** ____ - ____ - ____ **Permit Fee: \$** _____

PROPERTY ADDRESS: _____

PROPERTY OWNERS NAME: _____

PROPERTY OWNERS ADDRESS: _____

PROPERTY OWNERS PHONE#: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

APPLICANTS Phone#: _____

TYPE OF PERMIT REQUESTED: (CHECK APPLICABLE AREA)

Residential Property: _____ or Commercial Property: _____

What propose is this permit request for: _____

INSTRUCTIONS:

This application must be filled out in ink or typed.

Submit finished application and supporting documents to the Town Hall for review.

All required information **Must** accompany this application.

1) The following items are required to be submitted with this application:

* A Plot/Site plan showing the following:

- a) Location of the property
- b) All existing structure/s on the property
- c) The location of the area for the proposed work with dimensions
- d) The distance from the nearest property line
- e) The existing drainage or water ways
- f) The supporting documentation for the design of the excavation or grading proposed
- g) Silt fencing layout and/or sediment basin design

2) This Application must be accompanied by TWO (2) sets of plans/ drawings showing the following:

- * The proposed construction work including the area to be graded, the size of the area, the depth of the grading and any control measures
- * All required insurance forms

An Application is hereby made for the issuance of a Building Permit pursuant to the Laws, Rules and Regulations that have been adopted by the Town of Geneva and are currently in effect at the time of this application.

Address of property for proposed work: _____

Property Owners Name: _____

Owners Mailing Address: _____

Phone #: Cell: _____ - _____ - _____

Other: _____ - _____ - _____

E-mail: _____

Estimated Cost of work to be performed: \$ _____

Estimated time from start to finish of work: _____

Contractor: _____ Engineer/Designer: _____

Contact person: _____ Contact Person: _____

Business Address: _____ Business Address: _____

Phone #: Office: _____ - _____ - _____ Phone #: Office: _____ - _____ - _____

Contact's Cell: _____ - _____ - _____ Contact's Cell: _____ - _____ - _____

All proper insurances must be submitted for NYS Workers Compensation and NYS Disability or a NYS Exemption Form, all in compliance with Section 57 of the Workers Compensation Law or Section 125 of the General Municipal Law.

Acceptance and/or approval of this permit application does not relieve the Agent, Applicant, Contractor, Architect, Engineer, or Owner from complying with the provisions of the NYS Uniform Fire Prevention and Building Code, 2015 ICC adopted Codes and/or the Laws of the Town of Geneva, New York, whether stated, implied or omitted in the information submitted for this permit.

- Any and all work related to this application **shall not** be started until the issuance of a Building Permit. Any deviation from the information provided with the application is required to receive approval from the Building Inspector and/or others as determined by the Building Inspector, prior to implementation. This approval of changes must be in writing.
- All work, for which this permit has been issued, shall be completed within one year from the date of the issuance of the permit. If work has not been completed, the permit shall expire unless the applicant has applied for and received an extension approval.

- No portion of the work proposed shall be used or occupied, in part or in whole, until a Certificate of Occupancy or a Certificate of Compliance has been issued.

Building Permit Acknowledgement

I acknowledge that I am applying for a Building Permit and that I have read all previous conditions of the Building Permit Application. I affirm that all work will be done in accordance to the drawings, sketches, and information provided:

I give permission for the Code Enforcement Officer and/or his appointee to access my property in order to conduct inspections and investigations for the completeness and compliance of the proposed and approved work:

Signature of the property owner: _____
 Please print the above signature: _____
 Date: _____ - _____ - _____

Signature of the Applicant: _____
 Please print the above signature: _____
 Date: _____ - _____ - _____

Town Office Section:

Building Construction Classification: _____
 Building ‘Occupancy or Use Proposed: _____
 Existing Occupancy or Use: _____
 Zoning District for property: _____

Building Permit Number: # _____

Project location: _____

Building Inspector Signature: _____
 Floyd D. Kofahl

Floyd D. Kofahl – Code Enforcement Officer
 Town of Geneva, 3750 County Road 6, Geneva New York 14456
 Email Address: codeenforcement1@townofgeneva.com
 Phone #: 1-315-789-3922
 Fax #: 1-315-789-7753