

For Office Use Only

Date Received _____ By _____

Paid Yes No Amount _____

Entered in software Yes No By _____

Approved / Disapproved By _____ # _____

Village of Hilton

59 Henry St. Hilton, NY 14468

Telephone: (585) 392-4144 Fax: (585) 392-5620

Website: hiltonny.org

BUILDING PERMIT APPLICATION

New Structure _____ Addition _____ Remodel _____ Demolition _____ Fence _____

Pool _____ Deck _____ Shed _____ Stove/Fireplace _____ Sign _____

Other _____ Estimated cost of Project _____

PROPERTY ADDRESS _____

Tax map parcel # _____ Dimensions of Project _____ X _____ Square Footage _____

Description of work _____

Contractor Name & Address: _____

Contractor's certificates of insurance are attached*: Liability _____ Workers Compensation _____

*If certificates are not submitted, Applicant **must** complete a form indicating no insurance is required. _____

Instructions

1. This application must be clearly printed and submitted to the Village Office for review by the Building Inspector.
2. A site plan must be provided to show lot dimensions and the location of the proposed structure on the lot.
3. This application must be accompanied by three complete sets of plans. If the proposal is for a new residential, business or industrial structure, the plans must have been prepared and/or approved by an Architect or Professional Engineer licensed to practice in New York State.
4. Upon issuance of a permit, it shall be conspicuously posted on the property and shall remain posted until construction is completed and approved.
5. Applicants/developers must furnish certificates of liability and worker's compensation insurance or complete a form indicating no insurance is required.
6. Any fees incurred through professional services provided by the Village of Hilton's engineer, attorney or planning consultant and legal publications, shall be paid by the applicant/developer prior to the issuing of a certificate of occupancy or compliance.
7. It is the responsibility of the applicant/developer to call for required inspection, but during the construction period the property is subject to inspection at any time during normal working hours by Village Code Enforcement Officials or their designated agents. Please allow 24 hours for normal inspections.

The applicant hereby affirms that the above information is accurate and complete, to the best of their knowledge and they are the title owner of the property or have been authorized by the title owner to make this application.

Applicant Signature

Applicant Name Printed

Mailing Address

Phone#

Fax#

Cell#

E-Mail address

I hereby certify that I am the title owner of the property identified in the above application and that the applicant named is authorized to make the application described herein.

Owner Signature

Owner Name Printed

Mailing Address

Phone#

Fax#

Cell#

E-Mail address