

TOWN OF POTSDAM

Application for Building Permit/Inspection Request

Property owner: _____

Date: _____

Applicant: _____

Permit No. _____

Mailing Address: _____

Fee: _____ *Payable to Potsdam Town Clerk*

Phone: _____

Tax Parcel Number: _____

Lot Dimension _____

Location of Property: _____

A Permit is requested to perform the following building, alteration, expansion of building(s) and/or property:

Architect: _____

Contractors Name: _____

Estimated Expense: _____

Contractor's Phone #: _____

Current use of building(s) and/or property: _____

Applicant must complete back page, using additional attachments if necessary.

Applicants Signature: _____

Do not mark in space below. This space for office use only.

District: ___ Use: ___ Insurance Affidavit Completed: Yes ___ No ___

Referral to: ___ County Planning Board, ___ Planning Board, ___ Zoning Board of Appeals

SEQR Type: ___ I, ___ II, ___ Unlisted: ___ Neg. Dec, ___ Pos. Dec

On waterway? ___ In 100 year floodplain: ___

____ PERMIT GRANTED OR ____ PERMIT DENIED

Reasons: _____

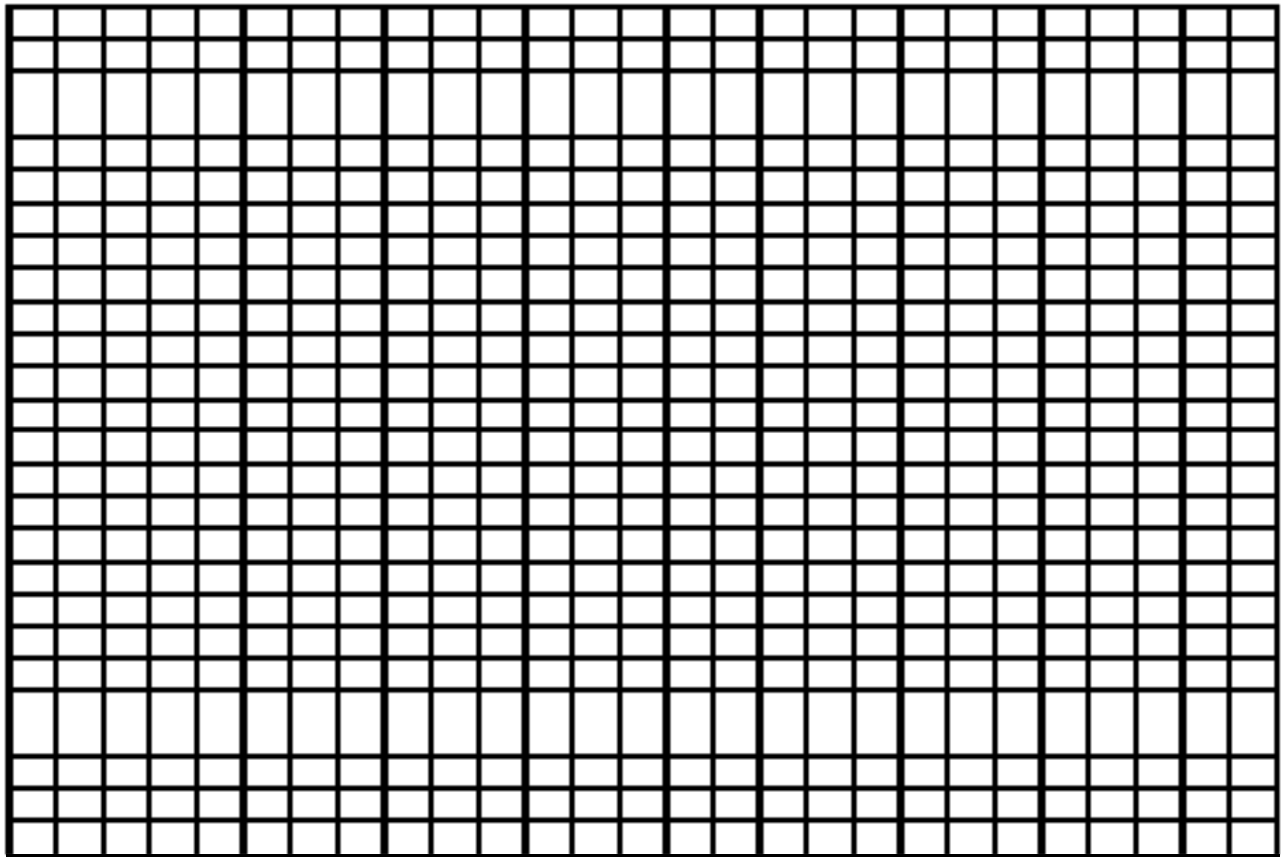
Comments to Applicant: _____

Date of Examination(s): _____ Code Enforcement Officer: _____

- 1: Show outline of property dimensions. Indicate all lot lines and roads.
- 2: Show location of all existing and proposed structures. Mark existing or proposed structures.
- 3: Show distances between all structures to each other, and to property lines.
- 4: Show location of well and septic system components (tank distribution box, leech lines). Show the length of leech field runs.
- 5: Indicate distances between well and leech field and the well and leech field of neighboring property, if within 200' of your well or leech field.

Provide the following information (use additional attachments or blueprints):

Floor plans, details of foundation, details of wall and roof insulation, location of windows and doors, sizes and type of windows and doors, height of windows above floor level, fire-ratings of doors, ceiling heights, type and location of heating system, location of smoke detectors, a site plan showing parking and signage if applicable.



The space below is to be used for written description of proposed construction, sketches, or other information applicant wishes to provide.