

TOWN OF TRENTON

Trenton Municipal Center
8520 Old Poland Road
Barneveld, NY 13304
(315) 896-2664

ZONING AND/OR BUILDING PERMIT APPLICATION PROCESS GUIDE

ANY NEW CONSTRUCTION, DEMOLITION, RENOVATING, REMODELING, RELOCATING OF BUILDING, OR CHANGING THE USE OR OCCUPANCY, HOME OCCUPATION, POOL, WOOD STOVE/FIRE PLACE, FIRE ALARM OR SPRINKLER SYSTEM, OCCUPANCY OR USE CHANGE ON YOUR HOME, BUSINESS OR PROPERTY MAY REQUIRE A BUILDING PERMIT BE OBTAINED.

THE TOWN OF TRENTON AND THE VILLAGE OF HOLLAND PATENT STRIVE TO MAKE THIS PROCESS GO QUICKLY AND SMOOTHLY FOR YOU AND YOUR PROJECT.

1. A PROPERTY OWNER (OR DESIGNATED AGENT WITH OWNER'S SIGNED CONSENT FORM) MAY OBTAIN A ZONING AND BUILDING PERMIT APPLICATION FORM FROM THE TOWN OR VILLAGE CLERK'S OFFICES, OR ONLINE (www.town.trenton.ny.us). IT IS IMPORTANT THAT ALL SECTIONS ON THE APPLICATION FORM ARE COMPLETED TO ASSURE A SPEEDY APPROVAL PROCESS. SUBMIT THE COMPLETED APPLICATION FORM AND FEE (\$15) TO THE TOWN CLERK, WHO WILL PROCESS AND FORWARD IT TO THE ZONING OFFICER.
2. THE ZONING ENFORCEMENT OFFICER (LEO BOULERICE 534-0989) WILL REVIEW THE APPLICATION FOR ZONING DETERMINATION. IF APPROVED, YOUR APPLICATION WILL BE FORWARDED TO THE BUILDING CODE DEPARTMENT (CODE ENFORCEMENT OFFICIAL – KEN CUTLER 534-2581); AND, IF REQUIRED, YOUR APPLICATION WILL BE FORWARDED TO THE PLANNING BOARD AND/OR THE ZONING BOARD OF APPEALS. IF THERE ARE

ANY QUESTIONS OR CONCERNS REGARDING THE APPLICATION PROCEDURE, YOU MAY CALL THE ZONING OFFICER.

3. UPON APPROVAL FROM THE RESPECTIVE DEPARTMENT(S) YOUR APPROVED APPLICATION WILL BE FORWARDED TO YOU AND THE BUILDING CODE DEPARTMENT. **BEFORE YOU START YOUR PROJECT YOU MUST HAVE A BUILDING PERMIT.** YOU WILL HAVE TO CONTACT THE CODE ENFORCEMENT OFFICER (CEO), KEN CUTLER 534-2581 TO INITIATE THE BUILDING PERMIT PROCESS. IF YOUR APPLICATION WAS REVIEWED FOR SITE PLAN APPROVAL (PLANNING BOARD, ZONING BOARD OF APPEALS) YOU WILL HAVE ONE (1) YEAR TO ACQUIRE A BP AND START YOUR PROJECT. A BUILDING PERMIT FEE(S) MUST BE SUBMITTED TO RECEIVE A BUILDING PERMIT. THE FEE WILL DEPEND ON THE TYPE AND SIZE OF THE PROJECT. THE CEO WILL LET YOU KNOW THE AMOUNT.

4. **BUILDING PERMIT APPLICATION CHECKLIST:** PLEASE NOTE THAT ALL CONSTRUCTION WORK MUST CONFORM TO THE NEW YORK STATE CODE AND THE RESPECTIVE CODE FOR THE TOWN OF TRENTON AND VILLAGE OF HOLLAND PATENT. (PLEASE NOTE THAT YOUR PROJECT MAY NOT BE REQUIRED TO FULFILL ALL ITEMS LISTED – CONTACT THE CODES ENFORCEMENT OFFICER)

- Provide all respective approved paperwork, variance or special restrictions, and approved drawings from the Zoning Officer, Planning Board, and the Zoning Board of Appeals;
- Driveway/Road Cut Permit (Town, County, State, etc.)
- NYS Workman's Compensation & Disability Insurance Certificate(s), (insured –C-105.2, or U-16.3), (self insured, SI-120) or exempt (C-105.21), (WCL sect. 57);
- Liability insurance certificate;
- Storm Water Plan, (SPEDES Permit, issued by DEC 315-793-2554) if disturbing more than one (1) acre of soil and if your project is classified within the categories of a Town House, Commercial, Industrial, or Institutional structure;
- Historic District approval (if required);
- Well Driller's certification/registration number;

BUILDING PERMIT APPLICATION CHECKLIST (cont.)

- Municipal Water Board approval for hookup if you are using a public water supply;
- Residential septic drawings (**red stamped**) by a NYS Licensed Engineer;
- Commercial septic drawings approved by the Oneida County Health Dept.;
- Energy Code compliance document(s) (ResChk., ComChk.)
- Two (2) complete sets of construction documents (drawings, signed and sealed in **RED** by a NYS licensed Architect or Engineer);
- Specify (separate documentation) any Special Inspections called out by your Architect or Engineer.

UPON APPROVAL OF YOUR BUILDING PERMIT APPLICATION, YOU WILL BE NOTIFIED (MAIL/PHONE, OR BOTH) AND YOU WILL ALSO BE PROVIDED WITH YOUR BUILDING PERMIT(S) AND ONE (1) SET OF YOUR DRAWINGS SUBMITTED (CEO APPROVAL STAMPED). THE BP AND YOUR CEO-STAMPED DRAWINGS MUST BE ON CONSTRUCTION SITE.

THE WORK COVERED BY THIS BUILDING PERMIT MAY NOT BE CHANGED, ALTERED OR WORK PERFORMED WITHOUT APPROVAL DOCUMENTATION FROM YOUR ARCHITECT OR ENGINEER, APPLICABLE AGENCY, AND THE BUILDING CODE DEPARTMENT.

NO BUILDING OR STRUCTURE PERMITTED SHALL BE OCCUPIED OR USED IN WHOLE OR PART, FOR ANY PURPOSE WHATEVER, UNTIL THE BUILDING CODE DEPARTMENT (CEO) GRANTS A CERTIFICATE OF OCCUPANCY/COMPLIANCE.

OWNER IS RESPONSIBLE TO ASSURE THAT ALL NECESSARY CONSTRUCTION DOCUMENTATION IS PRESENTED TO THE CEO (REFER TO CERTIFICATE OF OCCUPANCY/COMPLIANCE CHECK LIST); PLEASE CONSULT WITH THE CEO AS TO WHAT DOCUMENTS YOU WILL NEED TO ASSURE PROMPT ISSUANCE OF YOUR CERTIFICATE OF OCCUPANCY/COMPLIANCE.