

Donald B. McDonnell
CODE ENFORCEMENT OFFICER / BSI / Zoning Enforcement Officer Town of Carrollton
640 Main Street, Suite 1
Office: 716-925-8842 (ext. 7)
Email: towncodecarrollton@outlook.com

To ALL APPLICANTS,

Be advised, anyone who does work for another is considered to be a contractor, and therefore required to carry Liability Insurance to protect the homeowner, utility companies and the Town of Carrollton from any accidents incurred during your construction project. In addition, contractors may need to carry Workers Compensation Insurance if they employ workers on your project. (A contractor is defined as anyone who does work for someone else for any kind of compensation.) Exemptions of Workers Compensation Insurance may require the Homeowner to file a notarized BP-1 form.

All contractors, (Electric, Plumbing, Carpentry, Excavation, Landscaping, Block and Concrete) shall provide me with a Certificate of both Liability and Workers Compensation Insurance before beginning construction.

It is required by State Law before digging of any kind is commenced, you shall call 811 to notify Dig Safely New York at least **2 full working days before starting such work.**

REMEMBER, IT IS YOUR RESPONSIBILITY TO NOTIFY THE CODE ENFORCEMENT OFFICER (CEO) / BUILDING SAFETY INSPECTOR (BSI) OF ANY CHANGES OR INSPECTIONS THAT ARE READY TO BE DONE BASED ON YOUR BUILDING PROGRESS POINTS.

Thank you in advance for your cooperation regarding the above and good luck with your project.

Respectfully,
Donald B. McDonnell
Town of Carrollton CEO / BSI /ZO

Permit Application Procedure

1. Permit Applications are available on the Town Website or at the Town Hall.

2. COMPLETELY fill out the application with all the information that pertains to your project. You MUST include your Property Description Number (SBL) found on your Property Tax bill.
3. Include Owner Information and Property Description on all documents submitted with the application.
4. Return the completed Application along with 2 sets of Plans or Sketches.
 - a. Drawings for new homes or structures over 1500 sq. ft. require Architectural Engineered seal and signature on plans and drawings.
 - b. Plans must show the size of structure, overall dimensions, floor plans, foundation plan, framing plan including: material, size and descriptions, typical wall cross-section from bottom of foundation to top of peak showing all material. Electrical, heating, plumbing, insulation, ventilation, window and door information must be included.
5. Include a Plot Plan of the property showing clearly and distinctly all buildings and building dimensions, whether existing or proposed.
 - a. Indicate the location of all existing structures, utilities, septic, water, driveways, parking areas, roads, easements with associated measurements in relation to the new structure. For example, the distance between buildings, septic, and road.
 - b. Indicate all yard set-back dimensions from property lines, including drives and parking areas. Indicate lot size and if you are using an interior or a corner lot.
 - c. Show street names and adjacent property owner names.
6. All certificates of insurance or other required documents must be received before a permit will be issued.
7. A completed application must be submitted **at least 15 days prior to the anticipated start date of the project**. Incomplete applications and plans will be returned and will delay your permit approval.
8. The Code Enforcement Officer (CEO) / Building Safety Inspector (BSI) will review the permit application and plans to make sure they are complete and comply with all applicable codes and laws. If there are any compliance issues they will be noted and the plans returned to the applicant for correction. A permit will be approved and issued when the plans comply with all the necessary codes and laws.
9. Permit fees will be calculated based on the approved plan.
10. THE PERMIT AND SET OF PLANS MUST BE ON THE PROJECT SITE AT ALL TIMES.
11. BUILDING PERMITS ARE VALID FOR 1 YEAR.
12. Amendments and Extensions must be made in writing and additional fees may apply.
 - a. EXTENDING BUILDING PERMITS: In the event a building permit must be extended a fee equal to 50% of the original building permit fee will be charged prior to reissuance.
 - b. Building permits can only be renewed once by written request and under extenuating circumstances for up to an additional year. A second expiration will require a new building permit application with all associated fees.

Town of Carrollton Building Application

640 Main Street, Suite 1, Limestone, NY 14753

Office: 716-925-8842

Email: towncodecarrollton@outlook.com

PLEASE FILL OUT ALL REQUIRED INFORMATION OR THE APPLICATION WILL NOT BE ACCEPTED.

NOTE: PAYING AND SUBMITTING THIS APPLICATION TO THE TOWN DOES NOT MEAN YOU HAVE A BUILDING PERMIT. ONLY THE CEO/BSI CAN REVIEW THE APPLICATIONS AND ISSUE PERMITS.

Permit and Fees do apply to all Agricultural Buildings.

NOTE: THE HOMEOWNER (OR THEIR AGENT) IS RESPONSIBLE TO REQUEST AN INSPECTION APPOINTMENT WITH AT LEAST 2 BUSINESS DAYS ADVANCE NOTICE.

Property Description Number / Tax ID Number: _____

Property Owners Name, Address and Phone Number: _____

Address of Project Site: _____

Builders Name, Address and Phone Number: _____

Description of Project: _____

Structural Specifications:

Length: _____ Width: _____ Height: _____ Sq. Footage: _____

Number of Rooms: Bedrooms _____ Bathrooms _____ Total Rooms _____

Type of Foundation: _____ Type of Heating System: _____

Total Project Cost: _____ Health Dept. Permit: Yes _____ No _____

Owner's Signature: _____ Date: _____ *By

signing this form, I declare that all Information provided is true and accurate. False statements are punishable by law. I allow the CEO / BSI to do on-site pre-permit and all permit required inspections.

AGENCY USE ONLY Application/Permit Number: _____

Application Received _____ Project Approval: Yes _____ No _____ Date _____

Reason for Denial: _____ CEO /

BSI Signature: _____ Date: _____ Permit Fee:

\$_____. Checks Payable to **Town of Carrollton**. Return Check Fee.

Town of Carrollton Permit Fee Schedule - 2024

PLEASE NOTE: PERMIT FEES ARE DOUBLED IF BUILDING IS STARTED BEFORE GETTING A PERMIT.

Single Family Dwelling - Including accessory structures constructed simultaneously. These dwellings include but are not limited to a house, hunting cabin and seasonal cabin. (New homes that are occupied year-round shall also pass 3rd party blower door test and are required to receive Certificate of Occupancy.)

FEE -----\$200 + .05 per sq ft

Single Family Attached Garage – Built and attached to an existing building.

FEE -----\$25 + .05 per sq ft

Single Family Full Basement – Utility Use – fee separate of dwelling.

FEE -----\$25 + .02 per sq ft

Single Family Full Basement – Dwelling Use, but fee is separate of dwelling.

FEE -----\$25 + .05 per sq ft

Modular Manufactured Home – A house that is built off-site and delivered.

FEE -----\$150 + .05 per sq ft

Multiple Family Dwelling – **Cost per unit.**

FEE -----\$200 + .05 per sq ft

Multiple Family Attached Garage – **Cost per unit.** Built and attached to an existing building.

FEE separate of dwelling -----\$25 + .05 per sq ft

Multiple Family Full Basement – **Cost per unit.** Utility Use.

FEE separate of dwelling -----\$25 + .05 per sq ft

Multiple Family Full Basement – **Cost per unit.** Dwelling Use.

FEE separate of dwelling -----\$25 + .05 per sq ft

Garage, Workshop, Pole Barn – Four-sided structure, not a dwelling or open to the public for business.

FEE -----\$100 + .05 per sq ft

Truss Placard – All buildings with truss type construction are required by the State to have a truss placard displayed on building.

FEE -----\$50

Accessory Structure – A structure over 144 sq ft, Car Port, Pavilion, and similar type structures. Not a four-sided structure. This structure is meant to store goods and not for dwelling use.

FEE -----\$50

Storage Shed – A structure under 144 sq ft that is of light construction, no electric, plumbing, heating or garage door. This structure is meant to store goods and not for dwelling use.

FEE -----\$25

Open Deck – Under 200 sq ft.

FEE -----\$40

Covered Deck – Under 200 sq ft

FEE -----\$60

Open Deck – Over 200 sq ft

FEE -----\$80

Covered Deck – Over 200 sq ft

FEE -----\$100

Remodeling / Additions

Structural Change (walls, foundation, etc.). FEE -----\$40

Increase of Living Space (conditioned space) FEE -----\$50 + .05 per sq ft

Increase of Non-Living Space FEE -----\$40 + .05 per sq ft

Re-Roofing – Building cannot have more than 2 layers of shingles.

FEE -----\$25

Demolition – Material must be removed from site within 30 days and cannot be buried.

FEE -----\$25

Change of Use – From non-residential (example: shed, barn, garage) to a residential dwelling (example: house, cabin, or any dwelling a person or persons will be living or sleeping in). In addition, an engineered stamped blueprint that is approved by the Code Enforcement Officer / Building Safety Inspector will be required regardless of the size of the structure.

FEE -----\$200+.05 per sq ft

Systems Upgrade or Change – HVAC, Generator, Plumbing, Electrical. Electrical requires 3rd party inspection and then immediately following installation approved by Building Inspector / CEO.

FEE -----\$50

Swimming Pool – Must meet NYS installation regulations.

Above Ground FEE -----\$50

In Ground FEE -----\$100

New or Replacement of 911 Address Sign -

FEE -----\$40

Solid Fuel Burning Appliance -

FEE -----\$50

Construction of Masonry / Class A Chimney -
FEE -----\$50

Operating Permit – Examples – Event, food trucks.
FEE -----\$100

Telecommunication Tower Installation -
FEE -----\$500

Telecommunication Tower Add-on -
FEE -----\$250

Extension –
FEE ----- Equal to 50% of the original building permit fee.

Solar Panel Installation -
Residential – System rated with DC capacity of 25kw or less. Requires 3rd party electrical inspection approved by Code Enforcement Officer / Building Safety Inspector.
FEE -----\$250

Commercial - Refer to NYS Codes.
FEE -----\$500

Wind Turbine Installation – Residential – **Cost per unit.**
FEE -----\$100 Commercial - **Cost per unit.**
FEE -----\$5000 + \$1000 each additional.

All Other Permits – For example fence, signs, ramps, stairs, etc. See rules for installation.
FEE -----\$25

Industrial Building Code Enforcement/Building Inspection
FEE.....\$0.24 per sq ft
(of building construction)

*****FEE SCHEDULES ARE SET BY THE TOWN BOARD AND UPDATED AS NEEDED.
Violations and Fines may apply if use or occupancy occurs prior to Compliance or Occupancy Certificate being issued.
Starting construction without review will incur a fee of 2 times the cost of the permit.

TOWN OF CARROLLTON
 CODE ENFORCEMENT
 APPLICATION FOR ZONING PERMIT

<p style="text-align: center;">_____</p> <p style="text-align: center;">Property Owner's Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Property Owner's Address</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Address for Permit (if different from above)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Building zone in which property is located.</p> <p>Intended Use/Occupancy _____</p> <p>_____</p> <p>What is to be Constructed _____</p> <p>_____</p> <p>Property Dimensions _____</p> <p>Building Dimensions _____</p> <p>Front Yard Setback _____</p> <p style="padding-left: 40px;">Side Yard (1) _____ Side Yard (2) _____</p> <p style="padding-left: 80px;">Distance to Rear Lot Line _____</p> <p style="padding-left: 40px;">Height of Building _____ Stories _____ Parking</p> <p style="padding-left: 80px;">Spaces _____</p> <p>A PLOT PLAN MUST be prepared and attached hereto. Show street name(s), indicating whether interior or corner lot. It must locate clearly and distinctly all building whether existing or proposed, and indicate all set-back dimensions from property lines. Include property description according to Town Tax Roll and Map.</p> <p>Applicant agrees to comply with provisions of the Zoning Law of the Town of Carrollton and of the New York State Uniform Fire Prevention and Building Codes.</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant Date</p>	<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <hr/> <p style="text-align: center;">No. _____</p> <hr/> <p style="text-align: center;">Application Received By</p> <hr/> <p style="text-align: center;">Application Fee \$ _25.00 Date Paid</p> <p style="text-align: center; color: gray;">PAID STAMP</p> <hr/> <p style="text-align: center;">Action of Zoning Officer</p> <p style="text-align: center;">Approved ___ Denied ___</p> <p style="text-align: center;">Date _____</p> <hr/> <p style="text-align: center;">Zoning Officer's Reason for Denial</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <hr/> <p style="text-align: center;">Signature of Zoning Officer</p> <p style="text-align: center;">Date _____</p>
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PLOT DIAGRAM

Locate clearly and distinctly all buildings and building dimensions, whether existing or proposed, and indicate all yard set back dimensions from property lines, including drives and parking areas. Give identifying owner information or deed description, show street names and adjacent property owner names. Indicate lot size and whether an interior or a corner lot.

PLEASE NOT: All easements and utility locations must be shown.



