



VILLAGE OF SODUS POINT

PO BOX 159 / 8356 BAY STREET

SODUS POINT, NY 14555

Code Officer Phone: 315-310-0534

Fax: 315-483-0913 TDD 800-662-1220

Instructions to Permit Applicants

Prior to submission please ensure all required materials are enclosed, failure to do so may result in termination of application. Please also speak with acting Code Enforcement Officer upon submission to ensure no further requirements are applicable. Thank you for your co-operation in joining our efforts to making our community the best it can be.

Step One: Complete application by filling out ALL REQUIRED LINES

Step Two: Attach the following materials to application

___ Plot map, drawn to scale, showing the location of all existing and proposed buildings and structures on the property as well as distance to nearest properties on adjacent properties, roadways, and or waterways.

Note: Include the dimensions to front, rear and side property lines;

Indicate cardinal directions (N,S,E,W)

___ Copy of the tax map for the neighborhood

___ Drawings of the proposed building or structure with accurate dimensions

___ Photographs of the proposed site and/or structure (Recommended)

___ Other information that will help explain the proposed plan i.e. samples of building materials, ideas for landscaping, etc.

Step Three: Submit application and all above listed attachments to CEO; pay fee

If applicable you will then be scheduled to meet with the board appropriate for your application. To anticipate if your application is applicable for board review please refer to the code of The Village of Sodus Point available in person at the Village offices as well as online at www.soduspoint.info

Please note: applications must be completed and submitted by the Tuesday prior to the Planning Board meeting in order to be heard & fourteen days prior to the Zoning Board meeting to be heard.

The following are the schedules for both planning and zoning boards.

Planning Board schedule:

First and Third Mondays of the month

Time: 7:00 pm

Location: Village Hall

Zoning Board of Appeals schedule:

Second and fourth Tuesdays of the month

Time: 7:00 pm

Location: Village Hall

APPLICATION FOR BUILDING PERMIT

VILLAGE OF SODUS POINT



ZONING OF LOT _____ DATE: _____ NO. _____

(Issued Upon Approval)

INSTRUCTIONS PLEASE SUBMIT THE FOLLOWING, FAILURE TO DO SO MAY RESULT IN REJECTION OF PERMIT:

A. Plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.

B. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed with a fully detailed representation of said applicable work.

C. When applicable no building shall be occupied or used in whole or in part for any purpose whatever until an application is made for and a Certificate of Occupancy shall have been granted by the Building Department, else wise a certificate of compliance will suffice when a Certificate of Occupancy is not required, to be determined by code enforcement officer.

Location _____

(Give street number, name)

(Name of Applicant)

(Name of Owner if different)

(Address of Applicant)

(Telephone number of Applicant)

Current Use of Property: _____

1. Nature of work (check which is applicable):

New Building ___ Addition ___ Alteration ___ Repair ___ Removal ___ Demolition ___

2. Description of work to be done: _____

3. Estimate Cost _____ Fee _____ (to be determined and calculated by the Code Enforcement Officer, based on the available fee schedule, and paid upon filing this application)

___ Paid: ___ Check: # _____ ___ Cash

Contractor, agent, corporate officer, etc. of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me This _____ day of _____

(Signature of Applicant)

(Code Enforcement Officer)

Questions: Contact Kevin Druschel @ 315-310-0534 (C)