



# Town of Wilmington

## Instructions for Building Permit Application

A building permit issued by the Town of Wilmington is required:

- \*Before commencing construction or other improvements to a building or structure, including barns, Garages and residences or any other such structure.
- \*Before removal or demolition of any building or structure.
- \*Before the installation of any heating equipment.

A building permit is NOT required for:

- \*Necessary repairs which do not involve material alteration of structural features, plumbing, electrical or heating/ventilation systems.
- \*Construction of non-commercial storage structures under 140 sq. ft.
- \*Replacing roofing and siding materials

**UNDERTAKING AN ACTIVITY THAT REQUIRES A BUILDING PERMIT PRIOR TO OBTAINING SUCH A PERMIT IS STRICTLY PROHIBITED! YOU MUST NOT PROCEED WITH ANY ACTIVITY UNTIL THE FINAL, SIGNED PERMIT HAS BEEN ISSUED BY THE TOWN OF WILMINGTON, OR A FEE OF 50% OF THE REGULAR PERMIT COST WILL BE IMPOSED.**

Please note that all town roads are posted to a 6-ton weight limit from March 15 to May 15. Please direct all questions concerning this law to the Town of Wilmington Highway Superintendent.

Follow the instructions below to fill out the building permit application form. Use the Building Permit Fee Schedule to calculate the appropriate amount due. Payment in the form of a check, money order or other government voucher made payable to the "Town of Wilmington" in the full and proper amount is required as indicated.

### Instructions:

Line 1: Complete the full name of the applicant, daytime telephone number and the full mailing address where correspondence may be sent

Line 2: Place a check mark in one or more of the boxes which describes the applicant's involvement.

Line 3: Provide the Tax Map # and/or the full street address of the project. The Tax Map or Property/ ID number may be obtained from the local assessors or Town Codes office.

Line 4: Provide the name, full street address and daytime telephone number for each of the individuals listed.

Line 5: Workers' compensation and disability benefits are necessary if wages are being paid to anyone working on the project. Check the appropriate box indicating if wages are being paid. If "YES" is checked, supply the Workers Compensation and Disability Insurance carrier and policy number.

Line 6: Provide the estimated material and labor cost of the project. Do NOT include land acquisition, architectural, engineering or other fees.

Line 7: A. Check one or more boxes which indicate the nature of the work being performed.

B. Check one box which indicates the type of construction classification. (Most single-family homes are "Type 5 Wood Frame").

C. Check one box which indicates the type of occupancy.

Line 8: A. Check Yes or No indicating if the site is within a flood plain. If you are unsure, with the Town of Wilmington Building Code Enforcement Officer.

B. Check Yes or No indicating if the site is in a designated wetland. If you are unsure, check with the Town of Wilmington Code Enforcement Officer.

C. Check Yes or No indicating if the site is under Adirondack Park Agency, (APA), jurisdiction. If you are unsure, with the Town of Wilmington Code Enforcement officer.

D. Check Yes or No indicating if the site is subject to local zoning jurisdiction. If you are unsure, check with the Town of Wilmington Code Enforcement Officer.

E. Check one or more boxes which apply to the project.

Line 9: Indicate the primary, and if applicable, secondary forms of heat.

Line 10: Plans and specifications describing the work to be performed must be submitted with the application in accordance with State Education Law, Section 7307 and 7209. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to all plans submitted.

Line 11: Check one box indicating if any work covered under the application has been started or completed.

NOTHING contained in this permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than the Town of Wilmington, whether County, State or Federal.

Submit completed application at the Town of Wilmington municipal offices on Springfield Road, or mail the application to:

**Town of Wilmington Building Department**

**PO Box 180**

**Wilmington, NY 12997-0180**

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**BPA Inst. rev 1 /06.01.24**



# TOWN OF WILMINGTON

## Code Enforcement Building Permit Application

### Applicant Information:

1. Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

2 Applicant is: (Check all that apply)  Property Owner  Contractor  Other (Specify) \_\_\_\_\_

3 Project Location A. Tax Map # \_\_\_\_\_

B. Street Address: \_\_\_\_\_

#### 4 Contact Information:

A. Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

B. Architect/Engineer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

C. Contractor/Builder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**5. Workers' Compensation/Disability:**

Are wages being paid on this project?  Yes  No. If yes, Carrier & Policy # \_\_\_\_\_

**6. Project Cost Estimate:** \$ \_\_\_\_\_

**7. A. Nature of Project: (Check All That Apply)**

New Structure  Swimming Pool  Garage / Carport  Addition  Demolition  Utility Shed

Other: \_\_\_\_\_

**B. Construction Class:**

Type 1 Fire Resistant  Type 2 Non-Combustible  Type 3 Heavy Timber  Type 4 Ordinary  
 Type 5 Wood Frame

**C. Occupancy Class:**

1 Family Residential  2 Family Dwelling  Multi Family  
 Commercial :( Specify): \_\_\_\_\_

**8. Project Site:**

- a. Within a Flood Plain?  Yes  No  
b. In Whole or In Part within a Designated Wetland?  Yes  No  
c. Under APA Jurisdiction?  Yes  No  
d. Under Local Zoning Jurisdiction?  Yes  No

**E Water/Sewer Details: (Check All That Apply)**

Public Water  New Private Well  Existing Well  
 Public Sewer  New Sewer  Existing Sewer  Other: (Specify): \_\_\_\_\_

**9. Heat Source:**

Primary:  Gas/Oil Hot Air  Gas/Oil Hot Water  Electric Baseboard  Wood  Other: \_\_\_\_\_  
Secondary:  Gas/Oil Hot Air  Gas/Oil Hot Water  Electric Baseboard  Wood  Other: \_\_\_\_\_

**10. Plans Are:**  Enclosed/Attached  Shipped Separate  Not Supplied.

**11. Workers' Compensation/Disability:**

Has any work covered by this application been started or completed?  Yes  No

**12. Application Certification:**

I hereby certify that I have read the instructions and application form and have examined the same to be true and correct- All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or land use code or the performance of construction

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

# Building Permit Fee Schedule Effective 06/01/2024

## Application Fee **\$40.00**

### New Building Construction

Single Family Dwelling	<b>\$0.30/sq. ft.</b>
Multiple Family Dwelling	<b>\$0.35/sq. ft.</b>
Non-Residential Occupancy	<b>\$.050/sq. ft.</b>
Residential garages, carports and utility sheds over 140 square feet	<b>\$0.25/sq. ft.</b>

(Note: Single family dwellings shall include all manufactured and double wide homes. Floor area shall include habitable basements. Floor area shall be based on outside dimensions of the building.)

### Additions to all buildings

One- and two-family dwellings	<b>\$0.30/sq. ft.</b>
Multiple family dwellings	<b>\$0.35/sq. ft.</b>
Non-residential	<b>\$0.50/sq. ft.</b>
Porches :	<b>\$50.00 plus \$0.30/sq. ft. over 140 sq. ft.</b>
Decks :	<b>\$50.00 plus \$0.25/sq. ft. over 140 sq.ft.</b>

Repairs and/or alterations. **\$50.00**

Demolitions - Residential. **\$50.00**

- Commercial **\$100.00**

Conversion or change of occupancy **\$50.00**

Building permit renewal **50% current fee**

Swimming pool permit **\$50.00**

Solid, liquid or gas burning device **\$50.00**

Chimney Permit **\$50.00**

### Septic systems

***(Note: All septic systems must be designed by a licensed design professional)***

One- and two-family dwellings **\$50.00**

Multiple family dwellings **\$75.00**

Non-residential **\$100.00**

Required fire safety inspections pursuant to local law #1 of 2007

\$35.00/hour

Certificate of inspection - no permit issued **\$50.00**

Certificate of compliance or occupancy permit issued. **NC**