

INSTRUCTIONS FOR BUILDING/USE PERMIT APPLICATION
ALL APPLICABLE SECTIONS OF THIS PACKET MUST BE COMPLETED

The following examples are for filling out lines 1-18

- 1). Village of Gouverneur
- 2). Exact Property Location (Must include road or street name and 911 address)
- 3). Name of Applicant – Name of Owner – If the owner is not the applicant or if the applicant is purchasing this property on a land contract the owner of record must be listed.
- 4). Address of applicant and owner – Same applies to address of owner as instructions in line three (3)
- 5). Phone numbers of applicant and owner(s). Please give the most available phone number where you can be reached during the daytime.
- 6). Tax Parcel ID Number – This number can be obtained from your tax bills or by contacting the Village Offices at 315-287-1720.
- 7). Existing Use and Occupancy- examples
 - > Detached single family dwelling
 - > Detached double family dwelling
 - > Multi family dwelling
 - > Store
 - > Garage, etcIntended Use and Occupancy - examples
 - > Same as above
 - > Business, etc
- 8). Nature of work to be performed – check any and all that applies. If other list and explain
- 9). Estimated Cost. – Total cost of project including all materials, equipment if commercial project and labor.
- 10). If Dwelling – number of units and number of units on each floor or if garage number of cars.
- 11). As Per Stated – example: Retail store with family dwelling
- 12). Dimensions (in feet) number of stories
- 13). Lot Size- This is also obtained from your tax bills either as dimensions or acreage
- 14). As per stated – example: not permitted in your district, cannot meet setbacks
- 15). Compensation Insurance Carrier – If you are doing the work yourself, write in your home owners policy number. If work is being done by a contractor, write their policy number and carrier. Also obtain a copy of proof of insurance.
- 16). Name of Design Professional – Only required for commercial buildings, multifamily dwellings, or one and two family dwellings over 1500 square feet.
- 17). Electrical Inspection – all electrical inspections will be performed by a certified agency and a certificate of inspection shall be supplied to this office

18). Plot Plan and Description of Work. As per instructions. (see sample on page 4) a separate sheet may be used if necessary.

- The application must be signed and notarized
- If the application is incomplete it will be returned to applicant
- The permit once approved will be good for one (1) year from date of issuance
- Upon receipt of the application 15 working days to process the application will be adhered to.
- If Zoning Board or Planning Board approval is needed a minimum of 30 days will be required to process the application

The following procedures will be followed for Zoning Board of Appeals and/or Planning Board referrals.

- The code enforcement officer will review the application to determine if any Zoning Regulations or site plan approvals must be adhered to.
- If it requires site plan approval or is a listed Special Use the Planning Board will receive a copy of the application and any related papers that have been submitted.
- The Planning Board will review the information sent to them and schedule a Public Hearing/ Meeting at which you will be required to attend.
- If the application is denied the applicant can apply for a Variance with the Zoning Board of Appeals. The applicant will need to fill out a Variance Form.
- The Code Enforcement Officer will then mail the information to the Zoning Board of Appeals at which time they will review the information and schedule a Public Hearing/Meeting of which you are required to attend.

In some instances prior to the above actions the application will be referred to the St. Lawrence County Planning Board for their review and comments. This will be base on the determination of the Code Enforcement Officer as to the location of the project.

Until the Zoning Board of Appeals, Planning Board and/or the County Planning Board have made their determination no work can be started on the project.

Please follow the example on page four (4) for project plot plan and site plan

Follow the instructions on the forms pertaining to Workers Compensation/Disability Benefits Insurance. Either form BP-1 or WC/DB100 shall be completed. Should WC/DB100 be used it must be sent by (fax or mail) to the NYS Workers Compensation Board to be approved. If you are hiring a contractor they shall supply their policy.

If all directions are followed and all items returned to the Code Enforcement Officer are complete, your permit will be issued within fifteen working days from receipt of the paper work.

Please include the following on the plot plan for your project and any other information that may aid in the permit issuing process.

- 1) Location map showing the site within the Village
- 2) Site plan showing existing and proposed features of the property, including but not limited to.
 - Lot dimensions
 - Arrow showing approximately North
 - Location and dimensions of buildings with setback distances noted
 - Layout of any parking, access or signs
 - Physical features of terrain (slopes, water courses, drainage, vegetation)
 - Location of water and sewer lines (public and private)
 - Public right of way and any easements
 - Adjacent owners

The following example may be helpful in showing your site plan. Please use a straight edge, label legibly, accurately, and show scale (1"=2' etc.) or not to scale (NTS)

