

**VILLAGE OF WALTON**  
**BUILDING / ZONING PERMIT APPLICATION**

21 North Street  
Walton NY 13856  
607-865-4358  
Fax 607-865-4327

**FAILURE TO OBTAIN A BUILDING PERMIT PRIOR TO STARTING WORK MAY  
RESULT IN A \$200 FEE**

PERMIT APPLICATIONS **MUST** BE ACCOMPANIED WITH THE FOLLOWING:

- 1) SITE PLANS to include the following:
  - A. Location of all buildings on site
  - B. Location of proposed structure
  - C. Location of all utilities, including wells and springs
  - D. Location of water ways and ponds
  - E. Set backs from all boundaries
  - F. Distance from center of road, side and rear set backs
  - G. Location of sewer system
  
- 2) WORKING DRAWINGS to include the following:
  - A. Footings
  - B. Foundation
  - C. Framing
  - D. Plumbing layout
  - E. Electrical layout
  - F. Heating system
  
- 3) SINGLE FAMILY residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics do not require plans, drawing and specifications relating to the construction or alteration of buildings or structures to have an engineer or architecture seal. Alterations, costing \$20,000 or less do not require the seal of an engineer or architect, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.
  
- 4) Copy of soils report for new construction, contact **DEP** (607)363-7010.
- 5) All electrical work shall be inspected by a certified electrical inspector.
- 6) Manufactured/Mobile and Modular homes shall have a HUD certification plate.
- 7) Application shall be signed; incomplete applications will not be approved.
- 8) Changes during construction shall have prior approval.
- 9) Owner/agent is responsible for notifying the code enforcement officer to schedule inspections.
- 10) Applications will be approved or denied within 20 days of receipt.
- 11) Permits are good for one year. After one year permits shall be renewed or closed out.
- 12) Make checks payable to: **Village of Walton.**
- 13) The general contractor shall provide proof of workers compensation & disability benefits insurance or sign an affidavit of exemption before a building permit can be issued.

**VILLAGE OF WALTON  
BUILDING PERMIT FEE SCHEDULE**

New Residential Construction (includes modular)	50¢ per square foot
• <i>(maximum \$2,000)</i>	
Additions	\$175 minimum 50¢ per square foot
New Commercial Construction	\$300.00 + 50¢ per square foot
• <i>(maximum \$4,000)</i>	
Decks	\$100 minimum 50¢ per square foot
Garages and Sheds greater than 144 square feet	30¢ per square foot
Roofs (replacement/recover)	10¢ per square foot
• <i>(minimum \$50 fee)</i>	
Pools	\$50.00 flat rate
Signs	\$35.00 flat rate
Renovations/Alternations	\$50.00 first 500 sq. ft. 10¢ per additional sq. ft.
Demolition	\$50.00 flat rate
Certificate of Occupancy Search	\$50.00 flat rate
Operating Permit - Initial	\$50.00
Renewal Annually	\$25.00
Fireplace, Woodstove, Pellet Stove Furnace, Boiler, Chimney, A/C units (not window)	
• <i>New or replacement</i>	\$50.00 flat rate
Generators, Solar	\$75.00
Plumbing	\$50.00
Building Permit Renewal – up to 2 times	50% of original permit fee
• <i>Third renewal requires submittal of new application, construction documents, and payment of fee</i>	

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**Office Use**

Permit # \_\_\_\_\_  
flood plain \_\_\_\_\_ fee \$ \_\_\_\_\_  
ck. # \_\_\_\_\_ cash \_\_\_\_\_

OWNERS NAME \_\_\_\_\_ TELE. # \_\_\_\_\_  
MAILING \_\_\_\_\_ TAX MAP# \_\_\_\_\_  
ADDRESS \_\_\_\_\_

BUILT HOME     ACCESSORY     WOOD STOVE     COMMERCIAL  
 MODULAR     CARPORT     PELLET STOVE     INDUSTRIAL  
 DOUBLEWIDE     POLE BUILDING     GAS STOVE     AGRICULTURAL  
 SINGLEWIDE     SWIMMING POOL     RENOVATION     USE \_\_\_\_\_  
 GARAGE     ADDITION     OTHER \_\_\_\_\_  
 DECK/PORCH     DEMOLITION  
 SHED     REMOVAL

ROAD FRONTAGE \_\_\_\_\_ ' ACRES \_\_\_\_\_ LOCATION OF STRUCTURE FROM: CENTER  
OF ROAD \_\_\_\_\_ ' RIGHT PROP. LINE \_\_\_\_\_ ' LEFT PROP. LINE \_\_\_\_\_ ' REAR PROP.  
LINE \_\_\_\_\_ ' \_\_\_\_\_

STRUCTURE WIDTH \_\_\_\_\_ ' LENGTH \_\_\_\_\_ ' HEIGHT \_\_\_\_\_ ' NO. OF STORIES \_\_\_\_\_  
TOTAL SQUARE FEET \_\_\_\_\_ ' \_\_\_\_\_

TYPE OF FOUNDATION: BASEMENT \_\_\_\_\_ HABITABLE \_\_\_\_\_  
UNINHABITABLE \_\_\_\_\_ CRAWL SPACE \_\_\_\_\_ SLAB \_\_\_\_\_ DEPTH OF FOOTERS \_\_\_\_\_ ' \_\_\_\_\_

STRUCTURE MADE OF: WOOD \_\_\_\_\_ CONCRETE \_\_\_\_\_ OTHER \_\_\_\_\_  
DIMENSIONS FOR: FLOOR JOIST \_\_\_\_\_ SPACING \_\_\_\_\_ DECKING \_\_\_\_\_  
WALL STUDS \_\_\_\_\_ SPACING \_\_\_\_\_ SHEETING \_\_\_\_\_  
RAFTERS \_\_\_\_\_ SPACING \_\_\_\_\_ LIVE LOAD \_\_\_\_\_ #psf SHEETING \_\_\_\_\_

INSULATION: FOUNDATION R \_\_\_\_\_ FLOOR R \_\_\_\_\_ WALLS R \_\_\_\_\_ CEILING R \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_ NUMBER OF BATHS \_\_\_\_\_

ELECTRIC \_\_\_\_\_ NEW \_\_\_\_\_ REPAIR \_\_\_\_\_ SIZE OF SERVICE \_\_\_\_\_  
ENTERING BUILDING: OVERHEAD \_\_\_\_\_ UNDERGROUND \_\_\_\_\_

CHIMNEY \_\_\_\_\_ MASONRY \_\_\_\_\_ DEPTH OF FOOTER \_\_\_\_\_ ' \_\_\_\_\_  
EXTERIOR FINISH \_\_\_\_\_ FLUE SIZE \_\_\_\_\_ METAL \_\_\_\_\_ DIAMETER \_\_\_\_\_

TYPE OF APPLIANCE SERVED \_\_\_\_\_ SPARK ARRESTOR \_\_\_\_\_  
RAIN CAP \_\_\_\_\_

STOVE OR FIREPLACE: WOOD \_\_\_ PELLET \_\_\_ GAS \_\_\_ BTU \_\_\_\_\_  
MANUFACTURER \_\_\_\_\_ CLEARANCE FROM WALL \_\_\_\_\_

FURNACE \_\_\_ BOILER \_\_\_ MANUFACTURER \_\_\_\_\_  
BTU \_\_\_\_\_ FUEL TYPE \_\_\_\_\_ ELECTRIC HEAT \_\_\_\_\_

SIGN \_\_\_ ACCESSORY \_\_\_ GENERAL ADVERTISING \_\_\_ SIZE \_\_\_\_\_  
SQUARE FEET \_\_\_\_\_ TOTAL HEIGHT \_\_\_\_\_

ROOF: SLOPED \_\_\_ FLAT \_\_\_ MATERIAL \_\_\_\_\_ % RESURFACED \_\_\_\_\_  
MATERIAL \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

NATURE OF PROPOSED WORK (describe completely)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_

NAME AND ADDRESS OF  
GENERAL CONTRACTOR \_\_\_\_\_

SUBMITTED HERewith ARE DIMENSIONED PLANS SHAPE, SIZE AND LOCATION  
OF PROPOSED STRUCTURE ON PROPERTY. THE PERMITTEE IS RESPONSIBLE FOR  
OBTAINING ANY OTHER PERMITS AND APPROVALS FROM ANY OTHER AGENCY  
THAT MAY BE REQUIRED FOR THIS PROJECT. **OWNER/AGENT IS RESPONSIBLE  
FOR NOTIFYING THE CODE ENFORCEMENT OFFICER TO SCHEDULE  
INSPECTIONS.**

OWNER/AGENT: \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

PERMIT: APPROVED \_\_\_ AND PERMISSION GRANTED SUBJECT TO ALL STATE  
AND LOCAL LAWS.

DISAPPROVED \_\_\_ REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ CEO/BUILDING INSPECTOR \_\_\_\_\_