

Building Permits

In general, Building Permits are required for most construction, including modifications and repairs to existing structures. The following provides a summary of the Building permit applications process:

- 1) Building Permit Application forms with detailed instructions are available from the Building and Zoning Department in the Municipal Building at Six Corners, Monday through Friday, between the hours of 9am and 4pm.
- 2) An original Building Permit Application must be submitted to the Building and Zoning Department who will verify that the application is complete. Page #1 of the Building Permit Application lists all of the information and documents that are required for a complete application.
- 3) Building permit applications, which are not completed properly or submitted without the necessary attachments, will not be accepted by the Building Department. Such applications will be returned to the applicant with the Application Intake Checklists attached.
- 4) Building permit applications and attachments which are deemed to be complete will be reviewed for compliance with Village Code and the Building Code of New York State.
- 5) After the application has been reviewed, one of the following actions will transpire:
 - a) building permits will be issued for all applications which may be approved by the Building Department without referral to the Planning Board, Zoning Board of Appeals, and Architectural Review Board.
 - b) building permit applications that are required to be reviewed by the Architectural Review Board will be referred to the Board as provided for under Chapter 5-9 of the Village Code.
 - c) building permit applications will be denied.
- 6) In cases where Building permit applications are denied, applicants will be notified and provided with the reasons for denial and, if applicable, with information on the procedures for filing applications with the Planning Board or Zoning Board of Appeals.
- 7) The Building Department will issue building permits as soon as possible after receiving Board approvals. However, building permits will not be processed if there are outstanding zoning violations or where the property owner owes the Village any outstanding fees as provided for under Chapter 197-83 (C).
- 8) Applicants are responsible to request the required inspections in a timely manner. Certificates of Occupancy cannot be issued without documentation of the required inspections by the Building Department.
- 9) A final inspection may be scheduled by the applicant after the work is completed. The following information may be needed prior to scheduling inspections where applicable:
 - a) Final survey
 - b) Final Board of Health
 - c) Solder affidavit
 - d) Electrical certificate
 - e) Elevation certificate
 - f) Completion of any restrictions/covenants imposed by the Planning Board or Board of Zoning Appeals.

Note: The above information may not be applicable to all applications.