

**APPLICATION FOR A BUILDING PERMIT**

Application No. \_\_\_\_\_

**Cost \$25.00 Residential**  
**\$200.00 Commercial**

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

**TOWN OF RUSSELL – ST. LAWRENCE COUNTY – NEW YORK STATE**

Application is hereby made for the issuance of a Building Permit pursuant to the New York State and Town of Russell Uniform Fire Prevention and Building Code for the construction of buildings, additions, alterations, pools and fences as herein described,

Located at \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone Number of Applicant \_\_\_\_\_

Circle whether applicant is -- owner, lessee, agent, architect, engineer, or builder.

Name of Insurance Carrier \_\_\_\_\_

NY Tax Parcel ID# \_\_\_\_\_

State nature of work \_\_\_\_\_

State estimated cost \_\_\_\_\_

Dimensions of entire construction: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_  
Height \_\_\_\_\_ Number of stories \_\_\_\_\_ Other \_\_\_\_\_

Draw lot sizes and shape and show existing construction and proposed new construction. Include all measurements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF RUSSELL  
BUILDING PERMIT INFORMATION SHEET**

Applicant Name \_\_\_\_\_

If adding or replacing a septic system, initial here and show where on page 1. \_\_\_\_\_

Please check all of the items which apply to your construction:

Class:	<input type="checkbox"/> Single Dwelling	Construction:	<input type="checkbox"/> Wooden Frame
	<input type="checkbox"/> Double Dwelling		<input type="checkbox"/> Steel Frame
	<input type="checkbox"/> Camp / Bungalow		<input type="checkbox"/> Brick
	<input type="checkbox"/> Apartment House		<input type="checkbox"/> Concrete Blocks
	<input type="checkbox"/> House Trailer		Other _____
	<input type="checkbox"/> Doublewide Trailer		_____
	<input type="checkbox"/> Commercial Building		
	<input type="checkbox"/> Warehouse		
	Other _____	Estimated Cost	_____

Foundation:	<input type="checkbox"/> Poured Walls	Basement:	<input type="checkbox"/> Full
	<input type="checkbox"/> Concrete Block Walls		<input type="checkbox"/> Half
	<input type="checkbox"/> Concrete Slab		<input type="checkbox"/> Finished
	<input type="checkbox"/> Concrete Piers		Other _____
	Other _____		

Exterior:	<input type="checkbox"/> Siding – Vinyl or Metal	O.S. Trim:	<input type="checkbox"/> Wood
	<input type="checkbox"/> Shingles		<input type="checkbox"/> Vinyl
	<input type="checkbox"/> Brick		<input type="checkbox"/> Metal
	Other _____		Other _____

Roof:	<input type="checkbox"/> Shingles	Roof Configuration:	<input type="checkbox"/> Flat
	<input type="checkbox"/> Metal		<input type="checkbox"/> Hip
	Other _____		<input type="checkbox"/> Gable
			<input type="checkbox"/> Dormer
			Other _____

Plumbing:	<input type="checkbox"/> Town Water	Heating:	<input type="checkbox"/> Oil Furnace
	<input type="checkbox"/> Town Sewer		<input type="checkbox"/> Gas Furnace
	<input type="checkbox"/> Septic System		<input type="checkbox"/> Wood Furnace
	<input type="checkbox"/> Well		<input type="checkbox"/> Wood Stove
	Other _____		Other _____

**TOWN OF RUSSELL  
BUILDING PERMIT INFORMATION SHEET**

Applicant Name \_\_\_\_\_

**FLOOR PLAN**

Please list the number of applicable rooms below:

ROOMS	NUMBER	BASEMENT	1 <sup>st</sup> FLOOR	2 <sup>nd</sup> FLOOR	ATTIC
Living Rooms					
Bedrooms					
Bathrooms					
Dining Rooms					
Kitchens					

Other Rooms \_\_\_\_\_

Number of Floors \_\_\_\_\_

Basement \_\_\_\_\_

Finished Basement \_\_\_\_\_

Attic \_\_\_\_\_

Finished Attic \_\_\_\_\_

Central Air \_\_\_\_\_

Fire Place \_\_\_\_\_

NOTE: New York State requires that all applicants constructing buildings of 1,500 square feet or greater must submit a set of stamped blueprints by either an engineer or an architect.

**Affidavit of Exemption**

See original BP-1 (9-07)

NY-WCF

Place here in this packet.

**TOWN OF RUSSELL**

Date \_\_\_\_\_

Number \_\_\_\_\_

**BUILDING / USE PERMIT**

Has been issued to \_\_\_\_\_

Permitting the construction of \_\_\_\_\_

At \_\_\_\_\_

All work shall be executed in strict compliance with the permit application, approved plans, the New York State and Town of Russell Fire Prevention and Building Code, and all other laws, rules and regulations which apply. The building permit does not constitute authority to build in violation of any Federal, State or Local Town Law or other rule or regulation.

Do not proceed beyond these points until countersigned by the Code Enforcement Officer.

Footing before pouring concrete \_\_\_\_\_ Foundation before backfill \_\_\_\_\_

Framing before enclosing \_\_\_\_\_ Electrical before enclosing \_\_\_\_\_

Plumbing before enclosing \_\_\_\_\_ Heating, Ventilation, Air Conditioning before enclosing \_\_\_\_\_

Final Inspection \_\_\_\_\_

Permission is hereby granted to proceed with the work as set forth in the specifications, plans or statements now on file in this Department. Any amendments made to the original plans and specifications must first be submitted for approval.

Permit expires one year from the date of issuance.

\_\_\_\_\_  
Code Enforcement Officer

THIS NOTICE MUST BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS.