

**INSTRUCTIONS FOR  
APPLICATION FOR A BUILDING PERMIT  
NEW COMMERCIAL CONSTRUCTION**

**YOU MUST SUBMIT THE FOLLOWING WITH THE PERMIT APPLICATION  
(FAILURE TO SUBMIT THE REQUIRED DOCUMENTS WILL DELAY YOUR PERMIT)**

- WORKER'S COMPENSATION INSURANCE - PROOF OF INSURANCE OR AN EXEMPTION – OR A HOMEOWNER'S ATTESTATION OR EXEMPTION NO PERMIT WILL BE ISSUED WITHOUT IT.**  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
- APPLICATION - Completed application – All pages and requested information must be filled out COMPLETELY. (no permit application will be accepted unless it is completely filled out).
- SITE PLAN – A site plan showing layout of project parcel indicating distances from other landmarks. (see sample site plan).
- DRAWINGS – Clear and complete drawings of construction showing dimensions, lumber sizes, doors, etc. Commercial construction requires plans and specification stamped and sealed by a design professional.
- Truss plans/certificate (stamped and signed by a design professional), if the structure has trusses or engineered wood products in floors or roof structure. (available from supplier).
- ENERGY CODE – Insulation values, heating methods and other compliance requirements for heated buildings. A separate heating permit application is required.
- FEE - Application Fee (No Application will be reviewed without application fees.)
- ZONING- Planning Board or Zoning Board of Appeals approvals if required.  
(Check with Code/Zoning Officer)

**DO NOT START CONSTRUCTION UNTIL YOU HAVE RECEIVED A PERMIT.  
AN APPLICATION IS NOT A PERMIT! A REVIEW OF YOUR APPLICATION MUST BE MADE TO  
DETERMINE COMPLIANCE WITH NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING  
CODES AND APPLICABLE ORDINANCES. ALLOW 14 BUSINESS DAYS FOR REVIEW.  
YOU ARE RESPONSIBLE FOR ANY CHANGES THAT MUST BE MADE.  
LATE FEES AND FINES MAY BE ASSESSED**

**DO NOT OCCUPY THE STRUCTURE until a certificate of occupancy is issued.  
Fines and late fees for violation of these requirements may be assessed.**

**YOUR PERMIT MUST BE POSTED SO THAT IT IS VISIBLE FROM THE ROAD.**

**What will you need to obtain a Certificate of Compliance?**

- Request a final inspection from the Code Office.
- A final electrical inspection certificate from an electrical inspector approved by this office. (see list)
- Your 911 number posted in 4" numbers visible (both directions) from the road.
- All required inspections including a final inspection from this office to determine that your project is in compliance with NYS Fire Prevention and Building Code and all other applicable codes.

You are responsible to schedule all inspections when required. Allow adequate time to be placed on the schedule.  
Construction accomplished by homeowners requires an Affidavit of Exemption  
Code Official reserves the right to require engineered stamped *plans for all projects*.

**CALL 811 BEFORE YOU DIG – NO MATTER HOW BIG OR SMALL**

TOWN OF SIDNEY CODE ENFORCEMENT

44 Grand Street, Sidney, New York 13838

(607) 561-2334

FAX (607) 561-2335

email: sidneycodes@gmail.com

BUILDING PERMIT APPLICATION

FORM #1

TAX MAP NUMBER: # \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

(NOTE: YOU MUST HAVE A VALID 911 ADDRESS. CALL (800) 409-8534 TO CONFIRM OR RECEIVE YOUR 911 ADDRESS)

1. DESCRIPTION OF PROJECT: (CHECK ONE)  RESIDENTIAL  COMMERCIAL  AGRICULTURAL NARRATIVE \_\_\_\_\_

2. APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

Please send my permit by email rather than mail, I agree to print and post the permit.

3. OWNER'S NAME, ADDRESS, PHONE AND EMAIL  IF SAME AS APPLICANT (Go to #4)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

4. CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL LIST ADDITIONAL CONTRACTORS ON SUPPLEMENT - FORM A-7

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

Contractor has employees and/or wages are being paid for performance of work:  Yes  No (If "YES" provide proof of worker's compensation insurance. If "No" provide exemption certificate.)

There is no contractor performing work. Owner or Family member(s) will be constructing the project. (Submit a homeowner's Workers' Compensation Exemption)

I HAVE INCLUDED PROOF OF WORKER'S COMPENSATION OR AN EXEMPTION FORM.

NOTE: NO PERMIT WILL BE ISSUED WITHOUT PROOF OR EXEMPTION - THIS WILL DELAY YOUR PERMIT

TOWN OF SIDNEY CODE ENFORCEMENT

5. Cost of construction or alteration: \$ \_\_\_\_\_

6. Is the site located within a flood plain?  Yes  No (IF YES - INCLUDE FORM A-6)

Is the site located within a designated wetland?  Yes  No

**7. REQUESTING A PERMIT FOR: (CHECK ALL THAT APPLY AND ATTACH RELATED FORMS WITH APPLICATION)**

- Residential Dwelling:  Built On-Site  Modular  Four + Multiple Dwelling
- Two-Family  Three Family } (Attach Form R-1)
- Manufactured Home (Attach Form R-2 to application)
- Alteration  Repair  Renovation (Attach hazardous materials acknowledgement supplement to application)
- Addition  What is the addition? \_\_\_\_\_
- Change of Occupancy  What is the change? \_\_\_\_\_
- Accessory Structure:  Garage  Shed  Other: \_\_\_\_\_
- Agricultural Building used solely for farm implements, hay, grain, poultry, livestock or horticultural products.
- Septic System:  New System  Tank Replacement  Repair/Upgrade  Replace Failed System
- Swimming Pool:  Above Ground  In Ground  Hot Tub  Spa
- Electrical (Attach electrical supplement to application)
- Solar Electrical (Attach electrical supplement to application)
- Plumbing (Attach plumbing attachment to application)
- Heating System or Appliance (Attach heating supplement to application)
- Roof  Asphalt Shingle  Metal  Other: \_\_\_\_\_
- Demolition (Attach hazardous materials acknowledgement supplement to application)
- Other Construction: \_\_\_\_\_

**CONDITIONS FOR PERMIT:**

- a. Work conducted pursuant to a building permit must be visually inspected by a Code Enforcement Official and must conform to the submitted plans and specifications, NYS Uniform Fire Prevention and Building Code, the local laws of the Town of Sidney, and all other applicable codes, rules and regulations.
- b. It is the permit holder's responsibility to **contact the Code Enforcement Officer at least 48 hours prior to requiring an inspection.** This is especially true for work that will not be visible once it is covered. More than one inspection may be required.
- c. **THE OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER OF THE TOWN OF SIDNEY OR HIS DESIGNEE ACCESS TO THE PROPERTY WHERE THE PROJECT IS LOCATED FOR THE PURPOSES OF INSPECTING THE SUFFICIENCY OF THE WORK PURSUANT TO THIS PERMIT, PROVIDED HOWEVER THAT SUCH INSPECTION(S) SHALL BE LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON- WORK-RELATED VIOLATIONS THAT ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S). INSPECTIONS MAY BE UNANNOUNCED BUT WITHIN REASONABLE BUSINESS HOURS.**
- d. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material, lead or mold. Disturbance, alteration or demolition of existing walls, ceilings, floors, roofs, materials, structures or systems, may require special handling, abatement or containment by a certified or licensed professional. It is the owner's responsibility to comply with any and all requirements under this notification, State, Federal or other applicable laws, codes, regulations or standards.
- e. This permit does not include any privilege of encroachment in, over, under upon any street or right-of-way. Any additional permits, notifications, or approvals required to perform work pursuant this project is the sole responsibility of the owner.
- f. This permit does not include any privilege or authority to disregard or violate any rule, regulation, code, law or requirement of The Town of Sidney or any other government body with authority to promulgate such rules, regulations, codes, laws or requirements.
- g. I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION AND THAT THE INFORMATION IS CORRECT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION # _____  APPLICATION RECEIVED: ___/___/___  <input type="checkbox"/> PLANNING BOARD APPROVAL REQUIRED	<b>CODE OFFICER USE ONLY</b> <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> RA <input type="checkbox"/> I <input type="checkbox"/> Flood Zone  Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied  <input type="checkbox"/> ZBA APPROVAL REQUIRED	Building Permit Fee \$ _____ Septic Permit Fee \$ _____ Well Permit Fee \$ _____ Deck Permit Fee \$ _____ _____ Permit Fee \$ _____ <b>TOTAL FEES PAID: \$ _____</b>
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APPLICATION FOR BUILDING PERMIT  
COMMERCIAL CONSTRUCTION (NEW)

FORM  
C7

TAX MAP # \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

- 1. What is the square feet of the new construction or addition alteration or renovation? \_\_\_\_\_  N/A
- 2. What is the Code Classification of the existing building? \_\_\_\_\_
- 3. Will construction include a new or extension of a  Fire Suppression System  Fire Detection System
- 4. Will truss, engineered wood products or timber be used in construction?  Yes  No **If "YES" use Form A-3**
- 5. Design Professional.

NAME \_\_\_\_\_  Engineer  Architect  N/A  
 ADDRESS: \_\_\_\_\_  
 TOWN: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_  
 EMAIL \_\_\_\_\_ @ \_\_\_\_\_ LICENSE #: \_\_\_\_\_

6. Contractor.

- 7. NAME \_\_\_\_\_
  - 8. ADDRESS: \_\_\_\_\_
  - 9. TOWN: \_\_\_\_\_
  - 10. PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_
  - EMAIL \_\_\_\_\_ @ \_\_\_\_\_ LICENSE #: \_\_\_\_\_
- List additional contractors on form A-7

11. Description of the project.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is the property owner's responsibility to call the Code Officer for required inspections. You must provide 48 hours notice.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

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FORM A-2

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION.

Title 19, of the Official Copulation of the Rules and Regulations of the State of New York requires notification to the local Code Official in the use of Truss Type, Pre-Engineered and/or Timber Construction in new, rehab or additions in residential construction. The rule also requires the identification of such construction by an applicable placard and a fee of \$50.00.

PROPERTY OWNER: \_\_\_\_\_ TAX MAP # \_\_\_\_\_

Location of Parcel Number & Street: \_\_\_\_\_

(CHECK THE APPROPRIATE BOXES BELOW)

- 1. [ ] Residential Structure [ ] Commercial Structure

2. PLEASE TAKE NOTICE THAT THE

- [ ] NEW STRUCTURE
[ ] ADDITION TO AN EXISTING STRUCTURE
[ ] REHABILITATION OF AN EXISTING STRUCTURE

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCED ABOVE WILL USE

- [ ] TRUSS TYPE CONSTRUCTION (TT)
[ ] PRE-ENGINEERED WOOD CONSTRUCTION (PW)
[ ] TIMBER CONSTRUCTION (TC)

IN THE FOLLOWING LOCATIONS

- [ ] FLOOR FRAMING INCLUDING GIRDERS AND BEAMS (F)
[ ] ROOM FRAMING (R)
[ ] FLOOR FRAMING AND ROOF FRAMING (FR)

ENGINEERED TRUSSES REQUIRE A TRUSS PLAN SEALED BY A DESIGN PROFESSIONAL FROM THE TRUSS MANUFACTURER BE SUBMITTED

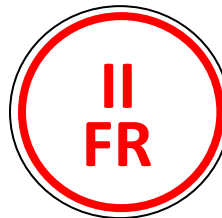
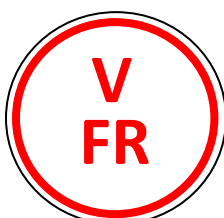
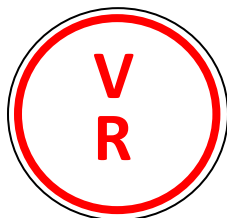
The use of engineered wood products requires posting of a placard on commercial and residential premises in a location designated by law and the Code Official for the safety of emergency responders.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(Check One): [ ] Owner [ ] Owner's Representative

SAMPLE PLACARDS



TYPE 5 - ROOF TRUSS

TYPE 5 - ROOF & FLOOR

TYPE 5 - FLOOR TRUSS

TYPE 2 - ROOF TRUSS

TYPE 2 - ROOF & FLOOR

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**ASBESTOS**

As of September 5, 2006, New York State Department of Labor has revised Code Rule 56 dealing with asbestos. Code Rule 56 requires that an asbestos survey may be required prior to any demolition, removal of building components, or renovation to any structure built prior. It is the responsibility of the contractor and building owner to comply with the requirements of Code Rule 56 and other regulations that may apply. For more information contact NYS Department of Labor:

NYS Department of Labor  
450 S. Salina Street  
Syracuse, New York 13202  
(315) 479-3215

Exceptions to Code Rule 56

1. Single family, owner occupied dwellings when the work is being accomplished by the homeowner.
2. Agricultural Buildings.

**LEAD**

EPA's Lead Renovation, Repair and Painting Rule (RRP Rule) requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

Although the Renovation, Repair and Painting Rule *does not apply* to homeowners renovating, repairing, or painting their own homes, do-it-yourself projects can easily create dangerous lead dust. Protect your family and home – set up safely, control the dust, and clean up completely.

You should contact the EPA or visit the EPA website for more information.

I have read and understand that the requirements of Code Rule 56 and EPA's Lead (RRP Rule) may apply to me and it is my responsibility to ensure compliance with these regulations.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

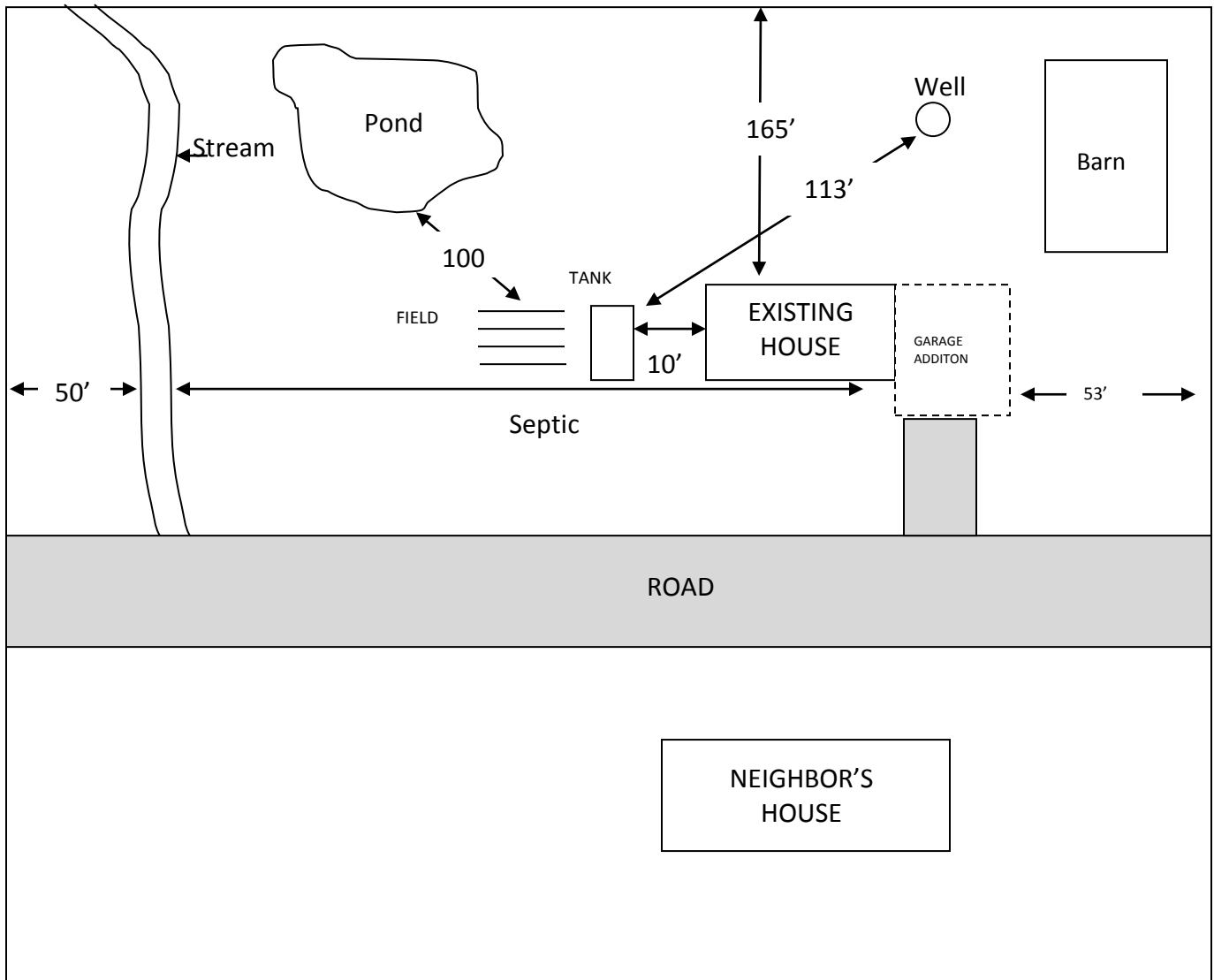
**SITE PLAN**

A plot plan is a diagram of the property where construction is to take place. It is necessary to include a plot plan for all exterior construction on a parcel to demonstrate compliance with such things as set back requirements from property lines and roadways, distance requirements from septic systems to wells, ponds, lakes and streams. Drawings do not need to be to scale but distances indicated must be accurate.

**DIRECTIONS**

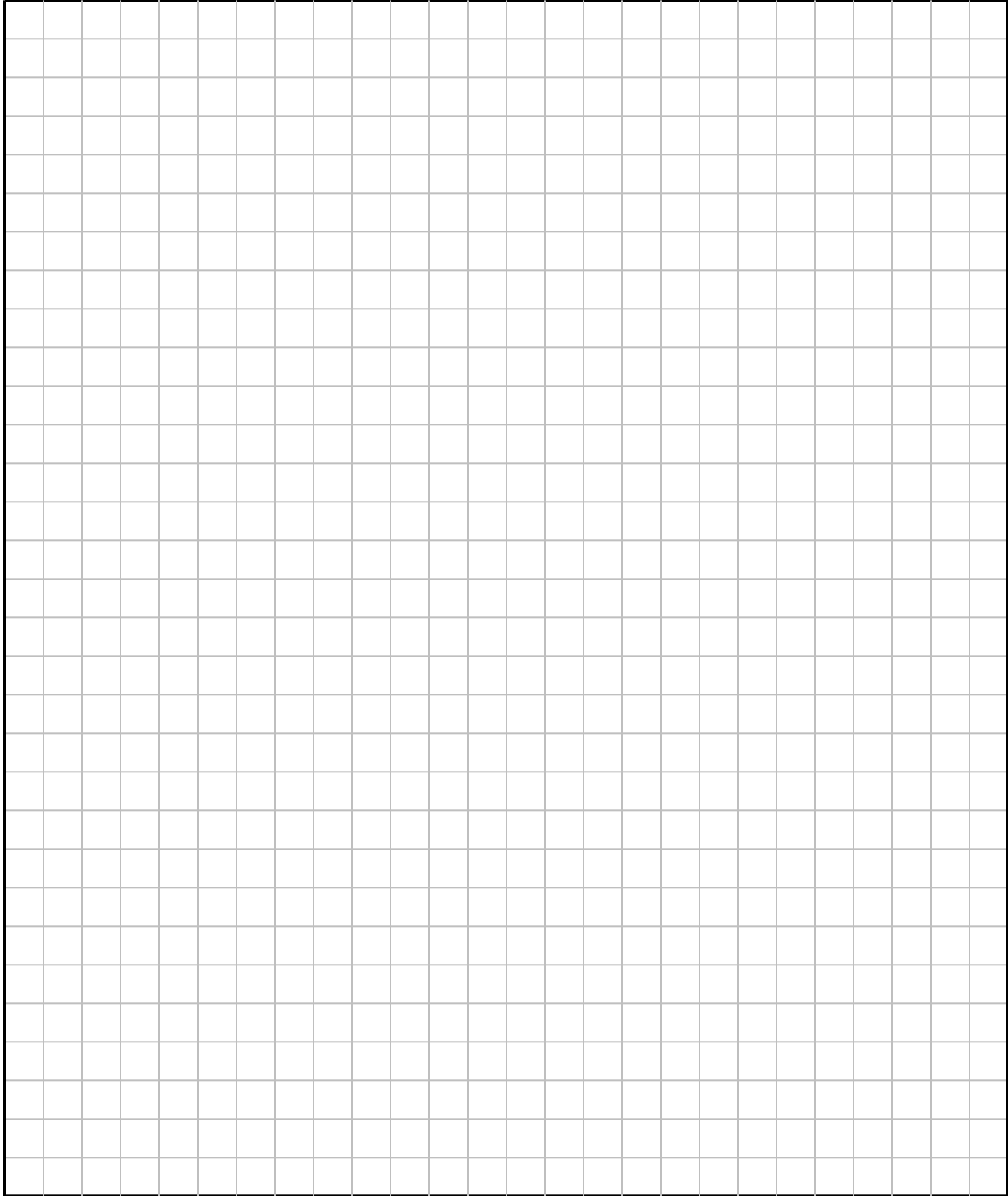
Draw a sketch of your property on a blank or graph paper indicating location of your well, septic, ponds, streams structures, etc. It is important to indicate the following distances:

- New construction to other Buildings, Property Lines and Road Shoulders.
- New construction to septic and wells, water ways and ponds.
- Septic Systems in relation to Wells, Streams, Ponds, Lot Lines, Roads etc.



**EXAMPLE SITE PLAN**

# PROPERTY SITE PLAN WORK SHEET



PROPERTY OWNER: \_\_\_\_\_

The site plan depicted on this document is true and accurate to the best of my knowledge.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_\_\_ TAX MAP # \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_



**LICENSED DESIGN PROFESSIONALS**

Kenneth Andela	Cassville NY	315-822-6567
Boulder Consultants Craig M. Blask, CAD Drafter <a href="mailto:cblask.boulder@gmail.com">cblask.boulder@gmail.com</a>		315-797-6088
Bray Engineering, PPLC Timothy Harlo Bray, P.E.	Bovina Ctr. NY	607-832-4498
Brett Buzzy, P.E. <a href="mailto:brettbuzzy@gmail.com">brettbuzzy@gmail.com</a>		(C) 607-316-3721 607-432-5774
Delaware Engineering, D.P.C. <a href="mailto:cdecarr@delawareengineering.com">cdecarr@delawareengineering.com</a>	Oneonta NY	607-432-8073 Fax: 607-432-0432
John Folts	Latham NY	518-209-3928
James Forbes	Oneonta NY	607-433-9664 607-434-4849
James Jordan Associates	Richfield Springs NY	315-858-8000
Karl Engeering, PLLC <a href="mailto:dwkarl@gmail.com">dwkarl@gmail.com</a>	Cooperstown NY	607-544-4626
Lamont Engineers	Cobleskill NY	518-234-4028
Joe McDonald	Castle Creek NY	607-692-4688
McGiver Engineering	Cobleskill NY	518-234-3680
Steven McKeegen	Delhi NY	607-746-2272
Kenneth Roberts	West Winfield NY	315-822-5767
Eugene E. Rood	Oxford NY	607-843-8785
Steele Brook Engineering <a href="mailto:ed@steelebrook.net">ed@steelebrook.net</a>	Delhi NY	607-746-2400
Charles Waltz IV, P.E.	Mohawk NY	315-868-0105
Steven Zarnoch, P. E.		315-542-3536

THE CODE OFFICE NEITHER RECOMMENDS NOR REQUIRES YOU TO USE ANYONE ON THIS LIST. THIS LIST IS TO SIMPLY AID YOU IN LOCATING A DESIGN PROFESSIONAL. YOU ARE FREE TO USE ANY NYS LICENSED DESIGN PROFESSIONAL.

## TOWN OF SIDNEY CODE ENFORCEMENT

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### APPROVED ELECTRICAL INSPECTORS

1. Croft, Richard	607-972-6713	Commonwealth
2. Cross, Grant	607-627-6218	Commonwealth
3. Hoag, Mark	607-437-0169	Independent
4. Hyland, Dennis	315-867-0307	Independent
5. Inserra, Joseph	315-219-9556	Independent
6. Irwin, David	518-797-3520	The Inspector LLC.
7. Mazzara, Frank	315-724-7659	Middle Department
8. Miers, Michael	315-843-5155	Atlantic Inland
9. Moon, Rick	518-882-6140	The Inspector LLC.
10. Morosco, Thomas	315-735-5233	Independent
11. Murad, Greg	888-693-4693	NY Electric
12. Near, Dave	518-852-0826	Northeast Electrical Inspectors LLC
13. Reynolds, Steve	518-852-0826	Northeast Electrical Inspectors LLC
14. Rudy, John T.	607-669-4308	Atlantic Inland
15. Ryan, Bill	518-363-0181	The Inspector LLC.
16. Sanfillippo, Mike	607-859-2479	Atlantic Inland
17. Savage, Ernest	315-895-7560	Atlantic Inland
18. Sweet, Brian	518-673-5123	The Inspector LLC.
19. Van Hoewan, Steve	315-294-2898	Independent
20. Veen, Ed	607-652-3146	Commonwealth
21. Weaver, Terry	518-273-0861	Middle Department
22. Welter, John	315-839-5563	Commonwealth
23. Zeman, Richard	315-866-0993	NY Board

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APPLICATION FOR BUILDING PERMIT
LIST OF CONTRACTORS FOR PROJECT

FORM A-12

1. TAX MAP # . - - . 1A. OWNER'S NAME: \_\_\_\_\_

2. LOCATION OF PARCEL- Number & Street: \_\_\_\_\_
(NOTE: YOU MUST HAVE A VALID 911 ADDRESS. CALL (800) 409-8534 TO CONFIRM OR RECEIVE YOUR 911 ADDRESS)

ALL CONTRACTORS MUST PROVIDE PROOF OF NYS WORKER'S COMPENSATION INSURANCE OR AN EXEMPTION CERTIFICATE FOR EACH JOB

NO PERMIT WILL BE ISSUED WITHOUT WORKER'S COMPENSATION DOCUMENTS

Worker's Compensation insurance or exemption information included with permit.

3. General Contractor: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Excavator: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mason Contractor: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Other Contractor: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Other Contractor: \_\_\_\_\_
Address: \_\_\_\_\_
Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

It is the property owner's responsibility to call the Code Officer for required inspections. You must provide 48 hours notice.

Signature of Owner or Agent

Date