



TOWN OF FORT EDWARD

118 BROADWAY

P.O. BOX 127

FORT EDWARD, N.Y. 12828-0127

OFFICE – 518.747.5212 -----FAX 518.747.2493

ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION

(Clerk's Office Use Only)

APPLICATION NO: _____ DATE : _____

FEE PAID: _____

Accessory structures require compliance with Zoning Section 108-17 and each Zoning District for permitted accessory uses. An Accessory Structure is a structure subordinate to the principal use of a building on the same lot and serving a purpose customarily incidental to the use of the principal building.

Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any structure other than a principal structure to include, but not limited to: detached garage, shed, greenhouse, dock, deck, and etc.

A PERMIT MUST BE OBTAINED BEFORE WORK BEGINS. APPLICATION IS SUBJECT TO REVIEW BEFORE ISSUANCE OF A VALID PERMIT. NO INSPECTIONS WILL BE MADE UNTIL THE APPLICANT HAS RECEIVED A VALID BUILDING PERMIT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION THE FOLLOWING DOCUMENTATION:

- Site Plan or Sketch Plan of property (include as much detail as possible and all existing and proposed conditions on the property)
- Construction Plans and Specifications for Accessory Structure
- If the Owner is not the Applicant an Authorization of Agent form must be provided
- Accessory structures must comply with permitted uses and bulk data requirements for the applicable Zoning District. If it is not a permitted use or does not comply with all bulk data requirements then an Area or Use Variance must be obtained prior to making application for a building permit

Please submit the original plus (3) three copies of your Application and supporting documentation to the Town Clerk's Office for distribution to the Zoning Administrator and Code Enforcement Officer for review and verification of permit requirements.

GENERAL INFORMATION

Project Location and Information

Number and Street Address: _____
Zoning District: _____
Tax Map Number: _____
Current Use of the Property/Building: _____
Proposed Use or Type of the Accessory Structure: _____

Property Owner Identification

Owner is Applicant

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Contractor/Builder Identification

Contractor is Applicant

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Description of proposed construction and/or planned installation:

Accessory Structure Details:

Size or Dimensions: _____ ft X _____ ft

Area of Structure: _____ sf

Setbacks: Front _____ ft
Rear _____ ft
Side 1 _____ ft
Side 2 _____ ft

Estimated Project Cost: _____

Are there any other accessory structures on the property? Yes No

If yes, please list: _____

Contact Person for Buildings and Codes Compliance: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PROPOSED CONSTRUCTION	1 ST FLOOR SQ. FT.	2 ND FLOOR SQ. FT.	TOTAL SQ. FT.	PROPOSED HEIGHT FT. & IN.
OPEN PORCH				
DECK				
3 SEASON, COVERED OR ENCLOSED PORCH				
BOATHOUSE				
BOATHOUSE WITH SUNDECK				
DOCK				
SHED				
POLE BARN				
DETACHED GARAGE (NO. OF CARS _____)				
OTHER: _____				

To the best of my knowledge, the statements contained in this application, together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or noted, and that such work is authorized by the Owner. Further, it is understood that the Applicant shall satisfy all inspection requirements of the permit prior to a Certificate of Occupancy or Certificate of Compliance being issued. Any permits issued are valid for a period of (1) one year and all work must be completed by such date unless the Applicant applies for and is granted an extension of time by the Code Enforcement Officer.

Date: _____

Name: _____

Signed: _____