

## BUILDING PERMIT APPLICATION PROCEDURE

1. Obtain a permit application and specification sheet from the Town Clerk and fill it out completely.
2. Return the completed application along with (2) sets of plans or sketches to the Code Enforcement Officer. Plans must show the basic size of the structure, floor plans and a three dimensional view of the structure. \*Note: any structure that has a floor area of 1500 s.f. or more requires stamped drawings from a NY registered architect or Engineer and a list of materials.
3. If application is for install of a Factory Manufactured Home, a NY Certified Installer must be identified. (A list of installers can be found at the following website: <http://www.dos.ny.gov/DCEA/pdf/intcertlist0022310.pdf>)
4. For new construction, a site plan must be submitted identifying location on property and property line distance.
5. A written description of the scope of work to be performed.
6. A Certificate of insurance for all contractors working on the project or proof of compliance with mandatory coverage provisions of Worker's Compensation Law will be filed with the Code Enforcement Officer before any work will be permitted to commence. Owner-occupied residences must show proof of exemption from mandatory coverage by filing an affidavit of exception.
7. Submit the proper fee to the Town Clerk.
8. The completed application must be filed at least 10 days prior to the anticipated start date of the project.
9. The Code Enforcement Officer will review the permit application and plans to make sure that they comply with all applicable codes and regulations. If there are violations, they will be noted and the plans returned to the applicant for correction. A permit will be approved and issued when the plans comply with all necessary codes and regulations.

**TOWN OF ANDOVER  
BUILDING PERMIT FEE SCHEDULE**

Fees to take effect on 06/08/2021 as per resolution of the Town Board.

**FAILURE TO OBTAIN PERMIT BEFORE WORK COMMENCES WILL RESULT IN FEE DOUBLING.**

NEW RESIDENTIAL BUILDINGS AND/OR ADDITIONS TO INCLUDE FACTORY MFG/MODULAR HOMES

Up to 500 s/f of floor area.....	\$100
Over 500 s/f of floor area.....	\$100 + .10 per s/f
\$100 for first 500 s.f, .10 per each s/f of floor area over 500 s/f	
Attached or detached garage or accessory structure.....	\$40 + .10 per s/f
Minimum of \$40 plus .10 per each s/f of floor area over 500 s/f	

RESIDENTIAL ALTERATIONS, RENOVATIONS & REPAIRS

Interior renovations.....	\$100 + .10 per s/f
\$100 for first 500 s.f, .10 per each s/f of floor area over 500 s/f	
Deck/Porches.....	\$40
Shed (less than 150 s/f, no permit required).....	\$40
Roof.....	\$40
Swimming Pools	
Above ground.....	\$30
In-ground.....	\$75
Unspecified.....	\$40
Equipment Installation (incl. A/C, Furnaces, electric service, etc).....	\$50
Generators (permanent installation).....	\$75

DEMOLITIONS

Up to 2,000 s/f.....	\$75
Over 2,000 s/f.....	\$150

NON-

RESIDENTIAL (INCLUDING ACCESSORY STRUCTURES & ADDITIONS)

New Construction:	
0-500 s/f floor area.....	\$125
Over 500 s/f of floor area.....	\$125 + .10 per s/f
Alterations/Repairs/Conversions	
0-500 s/f floor area.....	\$125
Over 500 s/f of floor area.....	\$125 + .10 per s/f
Roof.....	\$75
Equipment Installation (incl. A/C, Furnaces, electric service etc).....	\$75
Generators (permanent installation).....	\$100
Not otherwise specified.....	\$75

PERMIT FEES FOR COMERCIAL DEVELOPMENT

<u>Total Cost</u>	<u>Permit Application Fee</u>
\$2,000 or less	\$35.00
\$2,000.01 to \$20,000	\$35.00 for the first \$2,000 plus \$3.50 for each additional \$1,000 or fraction thereof.
\$20,000.01 to \$50,000	\$100.00 for the first \$20,000 plus \$2.00 for each additional \$1,000 or fraction thereof.
\$ Greater than \$50,000	\$170.00 for the first \$50,000 plus \$1.50 for each additional \$1,000 or fraction thereof.

Permits good for 1 year, with renewal fee 1/2 of original permit fee.