

# TOWN OF ANDOVER

22 EAST GREENWOOD STREET,  
PO BOX 777,  
ANDOVER, NY 14806  
Phone: (607) 478-8446  
[ANDTOWNCLERK@YAHOO.COM](mailto:ANDTOWNCLERK@YAHOO.COM)

## Code Enforcement Officer:

CHUCK CAGLE  
Ph: (607) 329-7842

FOR OFFICE USE ONLY:

DATE RECD: \_\_\_\_\_ RECD BY: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

TOWN BOARD RECD: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

ACTION TAKEN BY CEO: \_\_\_\_\_

## GENERAL BUILDING PERMIT APPLICATION

### INTRUCTIONS:

1. PLEASE FILL OUT COMPLETELY; PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
2. SUBMIT THIS FORM WITH REQUIRED ATTACHMENTS, ALONG WITH APPLICABLE FEE TO THE TOWN CLERK.
3. A DETAILED DRAWING MUST BE INCLUDED.

APPLICANTS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ COPY OF INSURANCE: YES / NO

PROPERTY LOCATION: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_

If you are not the owner, in what capacity do you represent the owner? \_\_\_\_\_

Current use of space: \_\_\_\_\_

Estimated cost: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

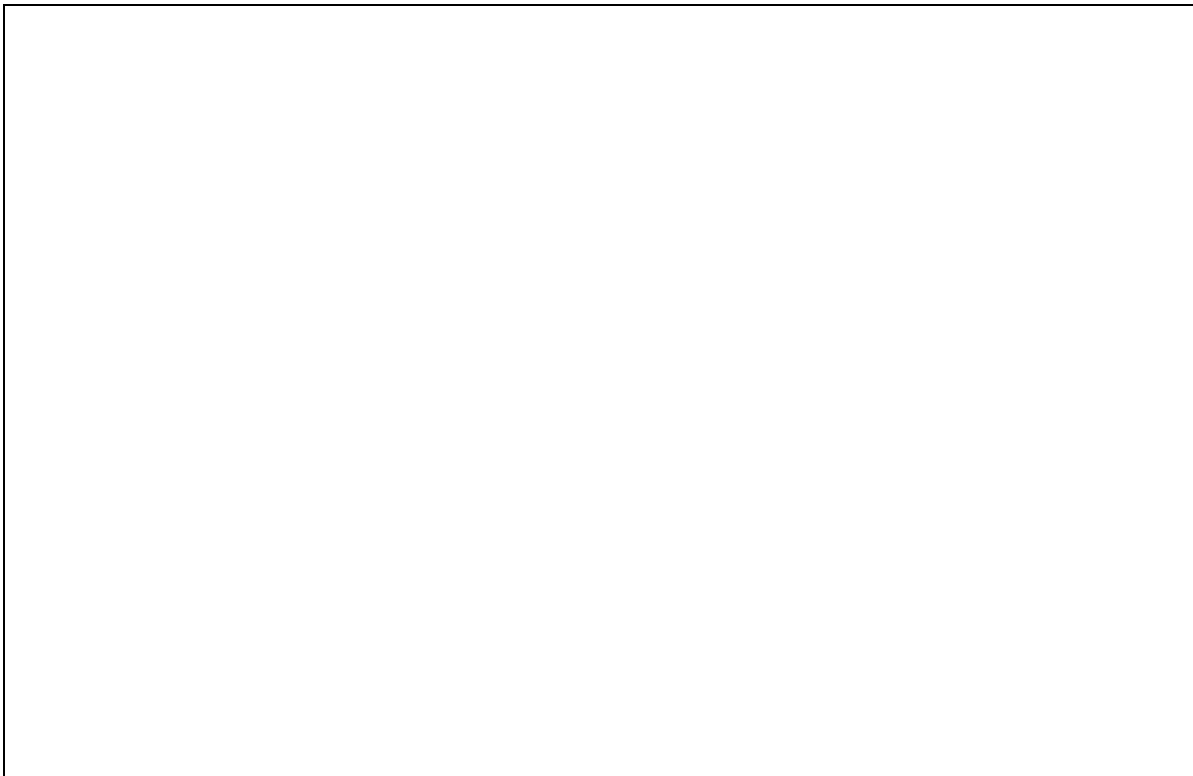
WRITTEN DESCRIPTION OF PROPOSED PROJECT, INCLUDE MATERIALS BEING USED, PARKING SPACES, DIMENSIONS, DWELLING UNITS, OFFICE SPACE, ETC.

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PLEASE PROVIDE A DETAILED DRAWING OF THE PROJECT: INCLUDE ARROW INDICATING NORTH, DIMENSIONS OF LOT, ALL STREETS THAT BORDER PROPERTY, ABUTTING PROPERTIES LABELED WITH NAME OF OWNERS, DIMENSIONS OF EXISTING AND PROPOSED BUILDINGS AND OTHER STRUCTURES. FENCES, SHEDS AND OTHERS ACCESSORY STRUCTURES MUST BE SHOWN ALSO. SET BACK DIMENSIONS FROM ALL PROPERTIES, ROADS, AND OTHER STRUCTURES.



I, the undersigned, hereby apply for approval or permit, for the purposes and on the site described herein, and agree that such purposes shall be undertaken in accordance with all applicable laws and regulations of the Town of Andover and the State of New York. I understand that any permit or approval issued pursuant to this application shall expire if the project or action or use has not commenced within six months from time of issuance. I further declare that all statements contained in this application and in any accompanying plans and specifications are true to the best of my knowledge and belief and that the work or action to be performed and/or the use of the property will be in conformity with the data in this application.

The owner or a representative of the project must be present at the board meeting if the plan requires board approval.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_