**TOWN OF CHEMUNG**

**48 ROTARY RD EXT, CHEMUNG, NY 14825 CODE ENFORCEMENT OFFICE**

**REQUIREMENTS TO OBTAIN A BUILDING PERMIT**

**(607) 529-3532 ext. 3**

1. OWNERS NAME AND ADDRESS
2. ADDRESS/SIZE OF PROPERTY WHERE WORK WILL BE DONE
3. FOR DRIVEWAY APPROVAL CALL THESE NUMBERS.
	* CALL CHEMUNG HIGHWAY SUPERINTENDENT 607-529-3532 ext. 5
	* CALL CHEMUNG CO, IF CHEMUNG COUNTY RD 607-739-3896
4. DISTANCE FROM BUILDING PROJECT TO ALL LOT LINES
5. NEW HOMES REQUIRE A SEPTIC SYSTEM PERMIT BEFORE BUILDING PERMIT ISSUED.
	* CALL CHEMUNG COUNTY BOARD OF HEALTH 607-737-2019
6. NEW HOMES OVER 1500 SQ FT, REQUIRE A STAMPED BLUE PRINT
7. ALL MANUFACTURED HOUSING MUST HAVE STAMPED FOUNDATION PLAN.
8. ALL CONTRACTORS, COPY OF LIBILITY / COMP INSURANCE REQUIRED
9. ALL ADDITIONS MUST HAVE A COMPUTERIZED DRAWING AND FLOOR PLAN.
10. ALL AGRICULTURAL BUILDINGS MUST HAVE BUILDING PERMITS, EVEN THOUGH THEY MAY BE EXEMPT FROM ANY FEES.
11. FILL OUT PERMIT APPLICATION COMPLETELY. CODE OFFICER MAY TAKE UP TO 5 BUSINESS DAYS TO INVESTIGATE, AND TO GRANT OR DENY THE APPLICATION.