



## VILLAGE OF BALDWINVILLE

### Codes Enforcement Office



16 West Genesee Street  
BALDWINVILLE, NY 13027  
Phone # (315) 635-2481 ~ Fax # (315) 635-9231

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## GARAGES PERMIT CHECKLIST

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- Ø Application for permit must be filled out. Please give a detailed description of the project in the space provided.
- Ø A copy of your current property survey must be attached to the application; with the project's amendment(s) drawn on the survey sheet (new project can be hand draw on the survey).
- Ø Garage Placement must meet the zoning setback requirements. Residential R-1 District: minimum of 5 feet\* from side and rear of property line. R-1A District: minimum 8 feet\* from side and rear of property line. (\*up to 15 feet in height) over 15 feet requires additional 1 foot setback per foot over 15 feet.
- Ø Include plans showing the construction of the garage. NO SLAB ON GRADE. Footing or Pole Barn-type Construction with 42" deep footings/post holes.
- Ø The owner or contractor is responsible for contacting underground utilities *before* any type of excavating is started. Please call two (2) working days before you dig @ 1-800-962-7962.
- Ø If the homeowner is doing the project, an affidavit form must be filled out and notarized (both can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit current Insurance certificates (Workman's Comp & Liability).
- Ø Building Permit Cost: Sheds: \$75.00 up to 1<sup>st</sup> \$1000.00,  
\$8.00 per \$1000.00 after that

### **FINAL INSPECTION REQUIREMENTS**

*You must call (315) 635-2481 for the required inspections listed on the permit.*

*Please retain this sheet for your reference*