

**TOWN OF WALTON**  
**BUILDING / ZONING PERMIT APPLICATION**

129 North Street  
Walton NY 13856  
607-865-5204  
Fax 607-865-9314

PERMIT APPLICATIONS **MUST** BE ACCOMPANIED WITH THE FOLLOWING:

- 1) SITE PLANS to include the following:
  - A. Location of all buildings on site
  - B. Location of proposed structure
  - C. Location of all utilities, including wells and springs
  - D. Location of water ways and ponds
  - E. Set backs from all boundaries
  - F. Distance from center of road, side and rear set backs
  - G. Location of sewer system
- 2) WORKING DRAWINGS to include the following:
  - A. Footings
  - B. Foundation
  - C. Framing
  - D. Plumbing layout
  - E. Electrical layout
  - F. Heating system
- 3) SINGLE FAMILY residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics do not require plans, drawing and specifications relating to the construction or alteration of buildings or structures to have an engineer or architecture seal. Alterations, costing \$20,000 or less do not require the seal of an engineer or architect, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.
- 4) Copy of soils report for new construction, contact **DEP** (607)363-7010.
- 5) All electrical work shall be inspected by a certified electrical inspector.
- 6) Manufactured/Mobile and Modular homes shall have a HUD certification plate.
- 7) Application shall be signed; incomplete applications will not be approved.
- 8) Changes during construction shall have prior approval.
- 9) Owner/agent is responsible for notifying the code enforcement officer to schedule inspections.
- 10) Applications will be approved or denied within 20 days of receipt.
- 11) Permits are good for one year. After one year permits shall be renewed or closed out.
- 12) Fee schedule attached. Make checks payable to: **Town of Walton.**
- 13) The general contractor shall provide proof of workers compensation & disability benefits insurance or sign an affidavit of exemption before a building permit can be issued.
- 14) Water shall be tested and shall conform to the chemical and bacteriological quality standards for potable water before a certificate of occupancy can be issued.
- 15) New driveways must be approved by the **Town of Walton Highway Department** (607)865-5120.

**TOWN OF WALTON  
BUILDING PERMIT FEE SCHEDULE**

1. SITE BUILT AND MODULAR HOME (up to 1500 sq. ft.) .....	\$300.00
(Plus \$5.00 for each additional 100 sq. ft. or fraction thereof)	
2. MANUFACTURED HOME Singlewide.....	\$125.00
Double wide .....	\$150.00
Placed on full foundation .....	\$200.00
3. ADDITIONS to existing structure, up to 800 sq. ft.....	\$100.00
(Plus \$5.00 for each additional 100 sq. ft. or fraction thereof)	
4. DECKS and PORCHES up to and including 100 sq. ft. ....	\$25.00
101 sq. ft. to 300 sq. ft. ....	\$50.00
(Plus \$5.00 for each additional 100 sq. ft. or fraction thereof).	
5. RESIDENTIAL GARAGES up to and including 800 sq. ft. ....	\$100.00
(Plus \$5.00 for each additional 100 sq. ft. or fraction thereof)	
6. CARPORT .....	\$50.00
7. POLE BUILDINGS up to and including 1000 sq. ft. ....	\$100.00
(Plus \$5.00 for each additional 100 sq. ft. or fraction thereof)	
8. STORAGE SHEDS .....	
(144 sq feet or less).....	No permit required
(145 sq feet or more).....	\$50.00
9. RENOVATIONS/ALTERATIONS to existing buildings	
up to and including \$5,000.00 estimated cost .....	\$75.00
\$5,001.00 to \$10,000.00 estimated cost .....	\$100.00
\$10,001.00 and up estimated cost .....	\$150.00
(estimated cost to be determined based upon average construction cost or actual contract price)	
10. FIREPLACES, WOODSTOVES, FURNACES, BOILER, CHIMNEY, new installation or replacement.....	\$50.00
11. SWIMMING POOLS: in ground.....	\$75.00
above ground .....	\$50.00
12. DEMOLITION or REMOVAL.....	\$25.00
13. SEPTIC SYSTEMS New septic systems .....	\$50.00
Replacement or repair of existing septic system.....	\$50.00
14. COMMERCIAL BUILDINGS up to and including 1,000 sq. ft. ....	\$200.00
(Plus \$10.00 for each additional 100 sq. ft. or fraction thereof)	
15. AGRICULTURAL BUILDINGS.....	\$50.00
16. SIGNS .....	\$25.00
17. PERMIT RENEWAL after initial 1 year period .....	\$25.00
18. BUILDING PERMIT RECORD SEARCHES .....	\$25.00
19. MISC. ....	\$25.00

Please make check payable to: **Town of Walton**

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**BUILDING/ZONING PERMIT APPLICATION**

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Walton, NY 13856  
607-865-5204

office use  
permit # \_\_\_\_\_ district \_\_\_\_\_  
flood plain \_\_\_\_\_ fee \$ \_\_\_\_\_  
ck. # \_\_\_\_\_ cash \_\_\_\_\_

OWNERS NAME \_\_\_\_\_ TELE. # \_\_\_\_\_  
MAILING \_\_\_\_\_ TAX MAP# \_\_\_\_\_  
ADDRESS \_\_\_\_\_

911 PROPERTY ADDRESS IF  
DIFFERENT FROM ABOVE: \_\_\_\_\_

Type of work being done:

___ BUILT HOME	___ ACCESSORY	___ WOOD STOVE	___ ROOFING
___ MODULAR	___ CARPORT	___ PELLET STOVE	___ ELECTRICAL
___ DOUBLEWIDE	___ POLE BUILDING	___ GAS STOVE	___ COMMERCIAL
___ SINGLEWIDE	___ SWIMMING POOL	___ RENOVATION	___ INDUSTRIAL
___ GARAGE	___ SEPTIC NEW	___ ADDITION	___ AGRICULTURAL
___ DECK/PORCH	___ SEPTIC REPAIR	___ DEMOLITION	___ ROOF
___ SHED	___ SEPTIC REPLACE	___ REMOVAL	___ OTHER _____

ROAD FRONTAGE \_\_\_\_\_ ' ACRES \_\_\_\_\_ LOCATION OF STRUCTURE FROM: CENTER  
OF ROAD \_\_\_\_\_ ' RIGHT PROP. LINE \_\_\_\_\_ ' LEFT PROP. LINE \_\_\_\_\_ ' REAR PROP.  
LINE \_\_\_\_\_ ' \_\_\_\_\_

STRUCTURE WIDTH \_\_\_\_\_ ' LENGTH \_\_\_\_\_ ' HEIGHT \_\_\_\_\_ ' NO. OF STORIES \_\_\_\_\_  
TOTAL SQUARE FEET \_\_\_\_\_ ' \_\_\_\_\_

TYPE OF FOUNDATION: BASEMENT \_\_\_\_\_ HABITABLE \_\_\_\_\_  
UNINHABITABLE \_\_\_\_\_ CRAWL SPACE \_\_\_\_\_ SLAB \_\_\_\_\_ DEPTH OF FOOTERS \_\_\_\_\_ ' \_\_\_\_\_

STRUCTURE MADE OF: WOOD \_\_\_\_\_ CONCRETE \_\_\_\_\_ OTHER \_\_\_\_\_  
DIMENSIONS FOR: FLOOR JOIST \_\_\_\_\_ SPACING \_\_\_\_\_ DECKING \_\_\_\_\_  
WALL STUDS \_\_\_\_\_ SPACING \_\_\_\_\_ SHEETING \_\_\_\_\_  
RAFTERS \_\_\_\_\_ SPACING \_\_\_\_\_ LIVE LOAD \_\_\_\_\_ #psf SHEETING \_\_\_\_\_

INSULATION: FOUNDATION R \_\_\_\_\_ FLOOR R \_\_\_\_\_ WALLS R \_\_\_\_\_ CEILING R \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_ NUMBER OF BATHS \_\_\_\_\_

ELECTRIC \_\_\_\_\_ NEW \_\_\_\_\_ REPAIR \_\_\_\_\_ SIZE OF SERVICE \_\_\_\_\_  
ENTERING BUILDING: OVERHEAD \_\_\_\_\_ UNDERGROUND \_\_\_\_\_

WATER SUPPLY: SPRING\_\_\_ WELL\_\_\_ PIPING FOR SUPPLY\_\_\_\_\_

SEPTIC SYSTEM: NEW \_\_\_ REPLACEMENT OR REPAIR \_\_\_\_\_

CHIMNEY \_\_\_ MASONRY \_\_\_ DEPTH OF FOOTER \_\_\_\_\_ ,  
EXTERIOR FINISH\_\_\_\_\_ FLUE SIZE\_\_\_ METAL\_\_\_ DIAMETER\_\_\_  
TYPE OF APPLIANCE SERVED\_\_\_\_\_ SPARK ARRESTOR\_\_\_\_\_  
RAIN CAP\_\_\_\_\_

STOVE OR FIREPLACE: WOOD\_\_\_ PELLET\_\_\_ GAS\_\_\_ BTU\_\_\_\_\_  
MANUFACTURER\_\_\_\_\_ CLEARANCE FROM WALL\_\_\_\_\_

FURNACE\_\_\_ BOILER\_\_\_ MANUFACTURER\_\_\_\_\_  
BTU\_\_\_\_\_ FUEL TYPE\_\_\_\_\_ ELECTRIC HEAT\_\_\_\_\_

SIGN \_\_\_ ACCESSORY \_\_\_ GENERAL ADVERTISING \_\_\_ SIZE \_\_\_\_\_  
SQUARE FEET \_\_\_\_\_ TOTAL HEIGHT \_\_\_\_\_

START DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

ESTIMATED COST \$\_\_\_\_\_

NAME AND ADDRESS OF  
GENERAL CONTRACTOR \_\_\_\_\_

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SUBMITTED HEREWITH ARE DIMENSIONED PLANS SHAPE, SIZE AND LOCATION OF PROPOSED STRUCTURE ON PROPERTY. THE PERMITTEE IS RESPONSIBLE FOR OBTAINING ANY OTHER PERMITS AND APPROVALS FROM ANY OTHER AGENCY THAT MAY BE REQUIRED FOR THIS PROJECT. **OWNER/AGENT IS RESPONSIBLE FOR NOTIFYING THE CODE ENFORCEMENT OFFICER TO SCHEDULE INSPECTIONS.**

OWNER/AGENT: \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

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PERMIT: APPROVED \_\_\_ AND PERMISSION GRANTED SUBJECT TO ALL STATE AND LOCAL LAWS.

DISAPPROVED \_\_\_ REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ CEO/BUILDING INSPECTOR \_\_\_\_\_