

Town of Richford
 Building Department
 P.O. Box 136
 Slaterville Springs, NY 14881

Kevin J. McMahon
 NYS Certified Code Officer

Phone: 607-539-6700
 Fax: 607-539-6400

Things that are checked **Yes** are needed. **No** permit will be issued until all information is provided. Once you are issued a Building Permit, you may commence work. **NO WORK** will be started prior to receiving a Building Permit. **NO EXEMPTIONS**

Yes	Have	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the Tax Map-(or survey with tax map #)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Site Plan (see page 2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notification to proper Highway Dept. (new driveways only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the County Septic Permit (required if there is indoor plumbing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application/ Mobil Home Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worker's Compensation Forms+ Insurance certs*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well Driller Certification of Registration (see Septic above)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawings* (2 copies) and building spec's (1 office copy/1 site copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variance/Special Permit Acceptance Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Laws, Subdivisions or Ordinances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum Maintenance Road
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood Pain Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Storm water Pollution Prevention Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other-

* Certified Stamped Plans are required for the following:

1. All truss drawings
2. All commercial projects
3. Any projects in excess of \$20,000.00