VILLAGE OF HOLLEY BUILDING PERMIT APPLICATION INSTRUCTIONS
Please check the box to indicate the requested item is included. Incomplete applications will be returned unapproved.

**No work may begin until the permit is issued.** Expect a wait of up to two weeks for the permit to be issued.

☐ The permit application must be **filled out completely** to avoid delays.

☐ If the work is done by a contractor, he **must** provide a certificate of insurance or fill out a **CE-200** homeowners must also fill out this form and it must be approved by the NYS Worker’s Compensation Board.

☐ **Two copies** of the plan for construction must be included. The plans should show a footprint and a profile and must include dimensions of the work and dimensions of the material being used.

☐ A plot plan showing distances to lot line and structures must be included.

You must call for the **required inspections**, a list will be provided for you with the permit. Upon completion you must call for a final inspection so that a Certificate of Occupancy or Compliance can be issued.
VILLAGE OF HOLLEY
Code Enforcement
72 Public Square Holley, New York 14470
Office (585) 638–6367 Fax (585) 638–7540

APPLICATION FOR A BUILDING PERMIT
NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT.
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

Permit Address Site ___________________________ Date ___________________________
Architect __________________________________ Tax Map # __________________________
Owner ____________________________________ Phone (H) ________________________ (W)
Owner Address _____________________________ City ___________________________ State __________ Zip __________
Email ___________________________ Phone __________ Fax __________________________
Contractor Address ___________________________ State __________ Zip Code __________
Email ___________________________

Permit Type:
□ Single Family Dwelling □ Foundation □ Remodel □ Addition □ Attached Garage □ Detached Garage □ Covered Porch □ Enclosed Porch □ Deck □ Gazebo □ Shed □ Masonry Fireplace □ Wood Stove □ Above Ground Pool □ In-ground Pool □ Boiler □ Furnace □ Gas Insert □ Gas Fireplace □ Demolition □ Other

Accessory Structure Sq. Ft. ________ x ________ Total Sq. Ft. ____________
Addition 1st Fl. Sq. Ft. ___________ 2nd Fl. Sq. Ft. ___________ Total Sq. Ft. ____________
S. F. D. 1st Fl. Sq. Ft. ___________ 2nd Fl. Sq. Ft. ___________ Total Sq. Ft. ____________

Value of Construction $______________

A building permit expires 12 months from the date of permit issuance.
Application is hereby made to the building office for the issuance of a building permit pursuant to Title 19
NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein
described. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all
conditions expressed on this application (which are part of these requirements), and also will allow all
inspectors to enter the premises for the required inspections.

Applicant Name (Please Print Clearly) ___________________________________________
Applicant Signature _________________________________________________________

Contractor Name (Please Print Clearly) _________________________________________
Contractor Signature _________________________________________________________

(For office use only)

FEES Complete permit package check list Permit review
Planning Board ___________ Instrument Survey Map ___________ Reviewed By ___________
Zoning Board ___________ 2 sets of Plans ___________ Date Reviewed ___________
Historical Board ___________ Highway Permits ___________ FEMA ___________
County Planning ___________ Contractor Insurance Liability & Comp. ___________
Sewer Tap Fee ___________ Res. Check ___________ Overlay Dist. ___________
Water Tap Fee ___________

Total Fees $ ___________ Other ___________

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