Town of Altona – Building Permit Application

Mailing Address:
Town of Altona Codes Department
P.O. Box 79
3124 Miner Farm Road
Altona, NY 12910

Application Instructions

- Complete all sections of the application form.

- Sign the application in the presence of a Notary Public.

- Attach a plot plan showing lot dimensions, building locations, and setbacks.

- For projects over $20,000 or 1,500 sq. ft., include stamped plans from a NYS-licensed architect or engineer.

- Submit the completed application and fee to the Codes Office.

- Applications will be reviewed for compliance with Town Zoning Ordinance and NYS Building and Fire Codes.

- If compliant, a permit will be issued. If not, applicants may revise plans, request a zoning variance, or withdraw the application.

- **Incomplete applications will not be processed.**

Code Enforcement Officer: Jason Poulin
Phone: 518-534-1508
Office Hours: Tuesday 9:00am-3:00pm or by appointment

Review Time: Please allow one week for processing.

Building Permit Application Form

Application Details

APPLICATION FOR A BUILDING PERMIT

Name: _____ Telephone No: _____

Address: _____ Fire District:

_____

_____ Parcel No._____

Application is hereby made to:

() Use	() Movie Mobile Home	() Sign
() Erect	() Park & Occupy Mobile Home	() Porch
() Repair	() Pool	() Commercial Business
() Alter	() Residence	() Industry
() Extend	() Garage	() Barn
() Remove	() Storage Shed	() Replace Mobile Home
() Demolish	() Fence	() Other: _____
() Occupy	() Camp	

Site location of project: _____

A plot plan	() is attached	() is not attached
Floor Plans	() are included	() are not included

APPLICATION FOR A BUILDING PERMIT

The building will be as follows:

Description_____

Residence	Garage	Mobile Home
() Single Family	() Attached	Brand_____
() Two Family Model_____	() Unattached	
() Multi-Dwelling		

Year_____

Size_____

Construction height_____

Number of family units_____

Corner of interior lot_____

Front yard (from the LOT LINE to the front of building) _____feet

Backyard (from the LOT LINE to the back of building) _____feet

Side yard: a._____feet to the side of building.

B._____feet to other side of building.

9. Total both sides_____feet.

10. Dimension of lot_____

11. Estimated cost of construction_____

12. Deed restriction, if any_____

13. Name of builder_____

14. Is a copy of liability insurance on file with the Town? _____

15. Is a copy of Worker's Compensation on file with the Town? _____

Comments:

_____

_____

Note: Measurements for lot distance must be from LOT LINE. Do not use measurements from center or side of road.

State of New York)

County of Clinton)

Deponent, being duly sworn, says that he/she is the owner or authorized agent for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

_____

Signature of Applicant

Sworn to this_____day of _____, 20_____.

Notary Public_____

FOR USE BY CODE ENFORCEMENT OFFICER ONLY.

() permit for use

() Approved

() Denied—Not in conformance with the following provision(s) of the Town of Altona zoning ordinance:

_____

_____

Denied—Does not meet New York State Fire Prevention and Building Codes.

Comments:

_____

_____

Date: _____ By: _____

Town of Altona – Building Fee Schedule

Resolution # 76 Revised: 09/08/2025

Residential Construction

- **Minimum Fee**: $25.00
- **Residential Structures** (including garages, additions, sheds, etc.): $0.20 per sq. ft.
- **Swimming Pools**:
    - Above Ground: $30.00
    - In-Ground: $40.00

Commercial Construction

- **Fee**: $0.20 per sq. ft.

Permit Policies & Additional Fees

- **Permit Application Denied**: Full refund of fee
- **Permit Renewal (after 1-year extension)**: 50% of original permit fee
- **Certificate of Occupancy/Compliance**:
    - $0 if inspections are requested by permit holder
    - $100 if inspections are not requested
- **Certificate of Completion**:
    - $0 if inspections are requested by permit holder
    - $100 if inspections are not requested
- **Inspections not tied to a building permit**: $50.00
- **Demolition by burning**: Subject to approval by Inspector and Fire Chief
- **Starting construction without a permit**: $50.00 – $1,000.00 fine
- **Demolition Permit**: $25.00
- **Special Use Permit**: $25.00