

VILLAGE OF DEXTER
Town of Brownville
Jefferson County
Phone: {315} 639 6260
Fax: {315} 639-3121
e-mail: mayordexter@villageofdexter.ny.com

The Village of Dexter Building Permit is required for construction, alterations, installation of furnaces, wood stoves, fireplaces, hot water heaters, plumbing or electrical updates, roof replacements, and installations of pools and fences within the boundaries of the Village of Dexter. Please Note: This is only a partial list. Please call the Village Office if you are considering improvements or additions of any type to your property to see if you require a permit.

To obtain a permit, fill out the attached Building Permit Application Form. Do not leave any questions unanswered or the application will not be processed. If a question is non-applicable to your situation, please mark n/a.

Deliver {to office or drop box} or mail the completed form, maps, and drawings {explanation below} to the Village of Dexter, 509 Liberty Street, PO Box 62, Dexter, New York 13634 or faxed to {315} 639-3121. The application will be thoroughly reviewed by the Zoning Officer/Code Enforcer, Jim Millington 315-778-7566.

Once all required paperwork is received and reviewed and the permit fee is received {check, cash, or money order accepted: please make checks out to the Village of Dexter}, your application will be processed. Once the permit is approved, the Village of Dexter will issue the permit. Construction or work of any type will not begin until the permit has been issued.

Once the permit is issued and construction has begun, the Code Enforcement Officer will conduct periodic inspections at certain stages as work progresses. It is the responsibility of the applicant to notify the Code Enforcement Officer at 788-7566 when ready for inspection at intervals as specified on the Building Permit. Failure to have inspections performed will void the Permit Application. Permit fees will not be returned under any circumstances.

When construction of the project is completed and the work is given final approval by the Village of Dexter Code Enforcement Officer, the Village of Dexter will issue a Certificate of Occupancy or a Certificate of Compliance thus ending the Building Permit Process. Allow for a ten {10} day processing period between the final inspection and the issuance of the Certificate.

INFORMATION REQUIRED FOR ISSUANCE OF A VILLAGE OF DEXTER BUILDING PERMIT

1. Completed and signed Building Application Form.
2. The Tax Parcel Number where construction is proposed.
3. The location {in detail} of your proposed project with a posted 911 address.
4. A Site Plan showing the proposed location of the project with distances to lot lines, existing structures, easements, water and sewer lines, etc. {if applicable}
5. A current stamped surveyor's map with the lowest lot elevation indicated. All boundary stakes and surveyor's pins are to be marked and visible. {if applicable}
6. Completed Environmental Assessment Form {SEQR} {if applicable}
7. Proof of NYS Workers' Compensation coverage. Form C-105.2 or U-26.3 for contractors or Form CE200 or BP-1 for exempt homeowners.
8. A Footer and Foundation Plan detailing depths of footers, base wall, size of and materials used, reinforcement, drainage systems, water proofing, insulation, and backfill material to use. {if applicable}
9. Floor Plan of each level showing exterior dimensions, room sizes, door and window locations, electrical layout, heating system, and plumbing plan showing both water supply and water waste system in detail. {if applicable}
10. Framing details of floors, walls, windows, doors, ceilings, stairways, showing sizes, materials used, center to center spacing, spans, and type of roof construction {truss/rafters etc.} {if applicable}
11. Door and window schedule showing type, size, header details and insulation rating. {if applicable}
12. Exterior finish schedule showing type, size, header details and installation rating.
13. Electrical Inspection {to be performed by a 2nd party}

In addition to the above, some projects will require the following:

1. An Architect's or Engineer's stamped drawing.
2. Details and specifications on all Fire and CO2 Alarm Systems, Sprinkler and/or Standpipe and Special Fire Suppressive Systems as required by the New York State Fire Code.