

THOUSAND ISLAND PARK CORPORATION

BUILDING OR WORK PERMIT APPLICATION

INSTRUCTIONS:

- Complete application below providing as much detail as possible. (We recommend keeping a copy for your records). Submissions can be made in hard copy or sent electronically to mgagne@tiparkcorp.com.
- All Building or Work Permits require materials to be the same as the original/existing materials. *Proposed changes to the exterior appearance of a structure will require Preservation Board review and approval and must be submitted according to Preservation Board application procedures.*
- Any or all proposed projects involving a change in grade require special permission from the Corporation.
- Submit one photograph of the existing structure from the street view perspective and one close-up photograph showing where the proposed construction or repair work is to take place.
- NOTE: Work may need a State of New York Building Code Permit, a Jefferson County Building Code Permit, a DEC or Army Corps of Engineers permit, and/or a Town of Orleans building or sewer permit, variance, special use or site plan review in addition to a Thousand Island Park Corporation Building Permit. Please check with the Zoning Code Enforcement Officer at the Town of Orleans (315-658-2057) and the Town of Orleans Clerk (315-658-9950) to determine which of these, if any, are required.

PLEASE COMPLETE THE FOLLOWING:

1. COTTAGE OWNER'S NAME: _____

PROJECT ADDRESS: _____

2. CONTRACTOR:

(Required if work is to be done by anyone other than owner)

3. PROPOSED CONSTRUCTION OR REPAIR:

Describe scope of work. Please include a detailed materials list (with samples or catalog pages if applicable).

4. EXPECTED DATE OF COMPLETION: _____

5. AFFIDAVITS:

I certify that the information provided in this application is complete and accurate and the project described will be completed as stipulated above. Furthermore, I have read and familiarized myself with the contents of this application and do consent to its submission and processing.

Cottage Owner: _____ Date: _____

Contractor: _____ Date: _____
(on Behalf of Cottage Owner)