

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 & ADDRESS:

2. CONTRACTOR:

3. CONTRACTOR PARKING PLAN & NUMBER OF VEHICLES:

Contractors should be parked in driveways (with cottage owner permission) or in TI Park Corporation designated parking lots or storage garage lots after unloading tools and supplies at the jobsite. Under no circumstances are vehicles to be parked on sidewalks or along the Coastline, they are not to obstruct roads or driveways, nor are they to be parked on streets. If you are unsure where the nearest designated parking area is, please check with the Corporation office.

THOUSAND ISLAND PARK CORPORATION
BUILDING OR WORK PERMIT APPLICATION

4. SCOPE OF WORK: Please include a detailed materials list

5. EXPECTED DATE OF COMPLETION:

6. 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:** _____

-OR-

Contractor: _____ **Date:** _____