

CITY OF CORTLAND
Office of Code Enforcement
25 Court Street
Cortland NY 13045

Application for a NO FEE Building Permit

(This section to be completed by Code Enforcement Office)

Zone Review by: _____ Date: _____

Address of proposed work: _____ Property Owner: _____

Flood Hazard District: _____ Historic District: _____ Zone District: _____ Ward: _____

Signature of Code Enforcement Official

Building Permit #

APPLICATION IS HEREBY MADE to the City of Cortland Code Enforcement Office for the issuance of a building permit. The applicant agrees to comply with all applicable laws, ordinances, and regulations. The applicant further agrees that any certified building inspector, or any officer or employee of the City of Cortland Code Enforcement Department, shall be permitted to enter upon any building, structure or premises for which a building permit application has been filed, or a building permit has been issued without interference, and upon reasonable notice and during reasonable working hours.

ADDRESS FOR PROPOSED WORK: _____

NATURE OF PROPOSED WORK:

Repaving existing driveway _____

Prefab shed _____

Non structural re-roofing _____

Replacement windows _____

Description of proposed work: _____

A CERTIFIED SURVEY MAP MAY BE REQUIRED WITH LOCATION OF PROPOSED PROJECT INDICATED.

Name and Address of Insurance Carrier _____

Signature of Applicant

Applicant phone number

Address of Applicant

If Applicant is not same as owner please provide us with the name and address of the owner:
