

Town and Village of Morristown
Code Enforcement Department
604 Main St./PO Box 240, Morristown, NY 13664
Phone (315) 375-8572 Fax (315) 375-4723

****INSTRUCTION TO FILE FOR A BUILDING PERMIT****
PLEASE READ THE FOLLOWING INFORMATION

Applications may be made by: owner or lessees, or agent of either or by architect, engineer, or builder employed in connection with the proposed work, but in all cases the property owner must sign application or have a designated agent letter authorizing the contractor to sign on behalf of owner.

If the checklist requires the specification sheet to be filled out, then fill out the portions of the sheet that pertain to your project.

All applications are to be dropped off at the Codes Department with the appropriate fee.

The permit will be reviewed as soon as possible review time is as follows:

- A) Residential : approximate 1 week (less if possible).
- B) Commercial or very large projects: approximately 1-2 weeks (less if possible)

The Code Office will contact you either by telephone or mail or e-mail when:

- 1) Missing and additional information as necessary to finish the plan review process.
- 2) If permit is denied

****Amendments:** An amendment to the application or plans can be filed at any time prior to the completion of the project, subject to the Code Enforcement Officers approval.

Building Permits are effective from the date issued for a period of **12 months**. Construction **MUST** commence within 6 months or permit will be **Voided**.

Note: A permit is only valid for **12 months**, if your project is not completed in this time frame, please contact the Code Enforcement Department, as soon as possible, to see if the permit can be extended or new permit fee is required.