



## Office of Code Enforcement

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### APPLICATION CHECK LIST

**\*\*\* SEE INSTRUCTIONS FOR DETAILS \*\*\***

- COMPLETED AND SIGNED BUILDING PERMIT APPLICATION
- APPLICATION SIGNATURE NOTARIZED IF YOU ARE NOT THE PROPERTY OWNER
- COMPLETED AND SIGNED VARIANCE APPLICATION (IF APPLICABLE)
- PROPERTY SURVEY (NOT A SITE PLAN)
- DRAINAGE AND GRADING PLAN (IF APPLICABLE)
- CERTIFICATE OF OCCUPANCY APPLICATION (IF APPLICABLE)
- LIABILITY INSURANCE AND WORKERS COMPENSATION
- BUILDING PLANS OR FLOOR PLANS AND ELEVATIONS
- SITE PLAN
- COMMERCIAL OR RESIDENTIAL REVIEW FORM (IF APPLICABLE)
- COPY OF JOB PROPOSAL (DESCRIPTION)
- CHECK PAYABLE TO THE VILLAGE OF SKANEATELES
- PROVIDE EVIDENCE OF PRIOR VARIANCES AND SITE PLAN APPROVALS

**\*\*\* ALL INCOMPLETE APPLICATIONS WILL BE RETURNED \*\*\***