

**INSTRUCTIONS TO APPLICANTS FOR ROOFING/SIDING PERMITS**

This application is for roofing and siding **only**. Please prepare this application by completing all the necessary sections. If this project includes more than roofing and/or siding use the building/zoning application and includes the roofing and siding along with the rest of the project that is being proposed. Consult the Code Enforcement Office if you need assistance completing this application or if you have additional questions at 315-685-2118.

- All applications must include a detailed copy of the job proposal or contract **SIGNED BY THE PROPERTY OWNER** for work to be performed with an accurate project cost.
- Check payable to the: **Village of Skaneateles**; for a Building Permit fee, to be calculated from the job proposal for the total project. See or call the Code Enforcement Office for permit fees.
- All applications **MUST** include a current copy of the contractor's or homeowners' Liability Insurance and a current copy of the Worker's Compensation Insurance Certificate or Exemption Certificate. Homeowner Worker's Compensation for #BP-1 or contractors' Workers Compensation Form #CE-200 is available on the NYS Workers Compensation website (per Section 125 of the General Municipal Law).
- Work **MUST** not start until the code enforcement office has issued a roofing/siding permit.
- All work is to be in compliance with NYS building, construction, safety, and mechanical codes and all applicable codes and ordinances of the Village of Skaneateles.
- If Asbestos Siding is removed a demo permit and an Asbestos/Lead Survey report are required.
- Sidewalks **MUST** not be blocked. Scaffolding plans shall be required as part of the application. (Per 183-10B)

**APPLICATION CHECKLIST**

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

COMPLETED AND SIGNED ROOFING/SIDING PERMIT APPLICATION

APPLICATION SIGNATURE NOTARIZED IF YOU ARE NOT THE PROPERTY OWNER

DEMO PERMIT & AN ASBESTOS/LEAD SURVEY REPORT ARE REQUIRED (IF APPLICABLE)

LIABILITY INSURANCE AND WORKER'S COMPENSATION

COPY OF JOB PROPOSAL (DESCRIPTION) AND ACCURATE PROJECT COST

CHECK PAYABLE TO THE VILLAGE OF SKANEATELES

SCAFFOLDING PLANS

VILLAGE OF SKANEATELES  
26 FENNELL STREET  
SKANEATELES, NY 13152

Phone: 315-685-2118  
Fax: 315-685-0730

Email: codes@villageofskaneateles.com

**Application for a Roofing/Siding Permit (2 of 2)**

Contractor/Builder Name: \_\_\_\_\_

Contractor's Phone #: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_

The applicant declares that the information contained in this application, and the plans, specifications, and other supporting materials submitted in support of this application are true and has made such representations to induce the Village of Skaneateles to issue a Building/Zoning Permit and the applicant will comply with all laws, codes, and ordinances controlling this work.

Date: \_\_\_\_\_ Print Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Affidavit of Owner or Applicant**

**(To be completed if the application is not made by the property owner)**

**STATE OF NEW YORK )**

**) SS:**

**COUNTY OF ONONDAGA)**

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_; \_\_\_\_\_ personally appeared before me.

**NOTARY PUBLIC:** \_\_\_\_\_

**(SEAL)**

**FOR CODES OFFICE USE:**

**Permit Fee Received Date:** \_\_\_\_\_

**Permit Issue Date:** \_\_\_\_\_

**Amount Received:** \_\_\_\_\_

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**Application for a Roofing/Siding Permit (1 of 2)**

Date of Application: \_\_\_\_\_ Permit Date and Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address of worksite: \_\_\_\_\_

Name of Property Owner (if different from applicant): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_ Contact #: \_\_\_\_\_

Type of Work Proposed:

|                         |                     |                         |            |
|-------------------------|---------------------|-------------------------|------------|
| Roof Repair             | New Roof            | Roof Removal            | Roof Other |
| Siding Repair           | Siding Removal      | Covering Old Siding     |            |
| Asbestos Siding Removal | Covering Old Siding | Asbestos Siding Removal |            |

Accurate Project Cost: \_\_\_\_\_

Describe the work proposed:

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Zoning District (circle one):    A-1    A-2    A-3    B    C    D    PL

Tax Map Number: \_\_\_\_\_

**STRUCTURE INFORMATION:**

Single Family    Two Family    Multi-Family    Garage Commercial

Accessory Building    Boat House    Other

Rev. 03/2023

<https://www.villageofskaneateles.com/codes-zoning/page/roofing-and-siding-permit>