

*Town of Philadelphia*  
*Shawn Barbarito – Code Enforcement Officer*  
*33019 US Route 11*  
*Philadelphia, NY 1367*  
*Office: 642-3421 Fax: 642-0421*

**Things to know to make the application process easier:**

1. All the spaces on the application must be filled out upon submitting. If you do not know your Tax Map number, it can be obtained at the Town Clerk's Office or at the top right hand corner of your tax bill.
2. When doing any type of construction (excluding a house which requires engineered blue prints) I will need a drawing of the proposed work. The drawing should include:
  - a. dimensions of the building
  - b. what will be used for lumber
  - c. spacing of lumber
  - d. distance from property lines
  - e. existing buildings
  - f. septic and your well
3. When building a house with engineered prints, I will need a stamped original and a non-stamped copy.
4. All new Sewage Disposal Systems will need stamped engineered blue prints.
5. Your contractor is required to provide a copy of his New York State Compensation Insurance or a CE-200 Exemption Form.
6. Include a daytime telephone number where you may be reached on the application.
7. Payment must be made when submitting the applications. Make checks payable to Town of Philadelphia.
8. Allow 7-10 Business Days for the average application. Should a Site Plan Review or a Zoning Board Review be necessary, it may take 60+ days.
9. Permits must be approved before work can begin.

Thank you for your cooperation.

Shawn Barbarito - CEO