

TOWN OF EDWARDS



PO BOX 24 • 161 MAIN STREET • EDWARDS, NEW YORK 13635
Phone 315-562-3400 • Fax 315-562-2010 • Email townofedwards@tds.net

Town Supervisor
Council

Jan Lennox 315-562-8264

Town Clerk
315-212-5291

Deborah Bullock 315-562-3400
486-2084

Secretary to the Supervisor
262-4077

Sharee Lanphear 315-562-3704

Town

Michele Robillard 315-562-4375

Michael Webb

Vernon Fuller III 315-

Jonathan Gibson 315-

Highway Superintendent
Duane Sykes 315-562-3265

TO:

FROM: Larry Atkinson, Code Enforcement Officer

DATE:

SUBJECT: Building Permits

Enclosed please find building permit forms (2), & fee schedule

For solar power projects please use section III Commercial on second page of fee schedule

Please complete all forms and return all forms

2nd page of application must be signed in front of a Notary Public

For owners doing own work 2nd page attached to Fee schedule must be signed in front of a Notary Public (exemption Worker's Comp)

If using a Contractor, Contractor must provide Insurance information (item #15 page 1 of application) and submit a certificate of insurance for General Liability & Worker's Comp. Town of Edwards, 161 Main Street, Edwards, NY 13635 must be listed as Certificate Holder.

Return all forms to: Deborah Bullock, Edwards Town Clerk, PO Box 24, Edwards, NY 13635 or at office 161 Main Street, Edwards Town Hall **Monday, Tuesday, Thursday, Friday 8:30AM – 1:00PM or leave in drop box in Town Hall door with payment**
Questions call Town Hall: 315-562-3400

MAKE CHECKS PAYABLE TO: EDWARDS TOWN CLERK

I will then issue the building permit.

Larry Atkinson
Code Enforcement Officer
315-543-2287

“The institution is an equal opportunity provider and employer”