

NO BUILDING PERMITS WILL BE ISSUED UNTIL THE FOLLOWING ITEMS ARE INCLUDED WITH THE PERMIT APPLICATION

Information for one- or two-family dwellings including town homes.

BUILDING PERMIT APPLICATION

1. Submit a completely filled out application with the property owner's signature or contractor's signature.

SITE PLAN - Submit accurate site plan for review and approval, including:

1. Location of the proposed dwelling and other proposed buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance and the approved subdivision regarding setback requirements.
2. Distances from buildings and structures and to property lines shall be shown.
3. Show easements (structures may not be constructed on these) and drainage patterns.
4. Show locations of existing and proposed driveways for property.
5. Indicate the stormwater management features in compliance with the SWPPP approved (if required).

ADDITIONAL REQUIREMENTS - Two (2) complete sets of plans and specifications (signed and sealed by a New York State registered architect or licensed engineer) detailing all work to be completed, including, but not limited to:

1. Foundation plans with complete details
2. Floor plans with window and door sizes and dimensions, all-natural light and ventilation calculations, and all Emergency Escape windows for all habitable spaces
3. Structural drawings including sections and elevations
4. Electrical details with one-line drawings and layout, including smoke detector and carbon monoxide detector locations
5. Mechanical details showing all equipment layout and calculations for sizing
6. Plumbing details with fixture, line and venting details
7. Energy Code Compliance - a compliance report submitted with the following:
 - a. a statement indicating that the proposed design complies with Section R405.3
 - b. an inspection checklist documenting the building component characteristics of the proposed design as indicated in Table R405.5.2(1) - the inspection checklist shall show results for both the standard reference design and the proposed design with user inputs to the compliance software to generate the results
 - c. a site-specific energy analysis report that is in compliance with Section R405.3
 - d. the name of the individual performing the analysis and generating the report
 - e. the name and version of the compliance software tool
8. If using trusses, or any other engineered lumber, please provide the sealed drawings from the manufacturer, including the layout plans
9. Please provide the contractor's complete name address and telephone numbers, and a Certificate of Insurance for Workers Compensation and Disability (only approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractors liability insurance

If the homeowner is doing the work for the project, please attach form BP-1 (Residential Exemption)

10. Electrical Inspections must be performed by a third-party inspector that is recognized by the Town of Cazenovia to perform those inspections – the following is a list (not complete) of the inspectors to choose from:
 - a. CNY Electrical Inspections – 315-633-0027
 - b. Atlantic-Inland NY – 1-607-753-7118
 - c. Middle Department – 1-518-273-0861
 - d. The Inspector – 1-800-487-0535
 - e. Commonwealth Electrical Inspections – 315-440-4070
11. If required, please obtain a driveway permit issued by the applicable state, county or town highway department.

INSPECTIONS REQUIRED:

1. a schedule of required inspections will be given at the time the permit is issued
2. it is the builder and/or property owner's responsibility to schedule all required inspections and re-inspections by calling the Planning & Zoning Department (315-655-5896 or 655-9213 X 3)
3. any rejected inspections must be re-inspected after the items have been corrected – a scheduled appointment will need to be made (an additional fee may be assessed)
4. typically, a footing, framing, insulation, electrical, plumbing, mechanical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of occupancy
5. the building cannot be occupied, in whole or in part, without a certificate of occupancy being issued by the Planning & Zoning Board Department
6. an as-built survey showing elevations for all corners of the building and a statement from the surveyor that the final grade is in substantial compliance with the approved subdivision drainage plan.

Mail Pick up

APPLICATION FOR PERMIT

FOR TOWN USE ONLY

Application No. _____ Permit No. _____
 Date Submitted _____ Permit Fee \$ _____ Map No. _____
 Date Approved _____ Zoning District _____
 Date Denied _____ Receipt No. _____ Occupancy _____ Construction _____
 Article _____ Check No. _____ PB/ZBA File _____
 Section _____ Date Approved _____

Approved By _____

Conditions of Approval _____

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Director of Planning & Development for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion of any building or premises or part thereof in the Town of Cazenovia.

Address of Property:		Zip Code:
Tax Map Number:		
Name of Property Owner:		Phone #:
Address (City/State/Zip):		E-mail:
Tenant Company Name:		Fax #:
Applicant Name:		Phone #:
Address:		E-mail:
Designer Name:		Phone #:
Address:		E-mail:
Name of Contractor		Phone #:
Address (City/State/Zip):		E-mail:
Insurance Company:	Policy#:	Expiration Date:
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable – work not identified will require separate application form.)		
<input type="checkbox"/> New building	<input type="checkbox"/> Move building	<input type="checkbox"/> Addition
<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition/Remove	<input type="checkbox"/> Roofing
<input type="checkbox"/> Shed	<input type="checkbox"/> Fire Protection System	<input type="checkbox"/> Fence
<input type="checkbox"/> All others (Describe)		
Describe proposed work, including use and size of all items checked above:		
The application must contain all information found on the handout sheet to be considered complete and to be processed.		
Parcel type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other		
# Dwelling units:		Square feet:
Estimated VALUE of all work, materials and labor for the work under this application: \$		
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No		

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature _____

Signature of Applicant: _____

BUILDING PERMIT FEES

FEE NAME AMOUNT FOR OFFICE USE ONLY

Minimum Fee:.....
(Include with each permit)

\$15.00 ...

\$ _____

Area Fee:.....
(Only Fence Permits are exempt)

\$3.50 ...

...Ea. 100 Sq. Ft...
.....of new area...

\$ _____

Inspection Fee:.....
(Only Fence Permits are exempt)

\$35.00 ...

...Per inspection...

\$ _____

Septic System Fee:.....
(Include with each permit requiring new system or
modification of existing system)

\$60.00 ...

\$ _____

TOTAL BUILDING PERMIT FEE

\$ _____