



## **BUILDING PERMIT PROCEDURE**

Over the last few months situations have occurred on projects dealing with house location, driveway location and drainage issues being changed from the officially approved site plan or subdivision map without my approval, approval from the Town Engineer or the Planning Board.

To prevent these situations from occurring again, I am implementing the following requirements that builders must comply with before the building permit is issued.

- 1) Two sets of architectural plans must be submitted
- 2) An official signed and approved site plan must be submitted. In the case of a major subdivision, a copy of the grading plan of the lot and of the adjoining lots
- 3) A plot plan must be submitted. It needs to include any chases or bumpouts for windows.
- 4) A copy of the road cut application as per 151-34E(3) of the subdivision regulations. This will be a requirement for all single-family building permit applications. In the case of a county road, a copy of county work permit will be required.
- 5) The applicant shall sign a form stating that he has reviewed the site plan and he will adhere to the design and any changes must be approved in writing.
- 6) No building permit will be issued or project started until all permit fees have been paid.
- 7) The house location shall be staked (by a surveyor) on the lot and a meeting between the builder and myself must be scheduled to make sure the house is in the right location. This should eliminate any assumptions that the builder has regarding what he can or can't do.
- 8) Proof of Workers Compensation coverage must be submitted.
- 9) A week's lead-time will be required for the permit process.

### **A. REQUIRED SUBMITTALS WITH PLANS**

- 1) Completed residential or commercial check – signed and stamped
- 2) Plumbing diagrams
- 3) Heating layout
- 4) Truss certificates – stamped
- 5) Permit application (i.e. Fill permit, etc.) that may be necessary due to house construction.

### **B. REQUIRED INSPECTIONS**

- 1) Sewer Hookup – Call Sewer Department at (315) 986-3415
- 2) Septic Inspection – May require Engineer Certification, in some cases
- 3) Footing inspection – Prior to concrete placement
- 4) Foundation inspection – Prior to backfill. Drain tile and stone in required on outside of foundation.
- 5) Under slab plumbing inspection done prior to concrete placement – vapor barrier required between stone and concrete. Concrete slab inspection prior to concrete placement.
- 6) Rough plumbing

- 7) Rough framing (done after all mechanicals are complete) Any deviation from the plans (i.e. change of material from floor joists to I joists or from trusses to rafters) requires a signed and sealed revision to the original plan from the Architect.
- 8) Rough electrical inspection – give electrical inspectors name
  - Commonwealth Electrical Inspection Service, Inc.  
Main Office - (585) 624-3480  
Local Inspector – Bill Schell  
(585) 746-7030 (cell)
  - Middle Dept. Inspection Agency  
Main Office – (585) 454-5191  
Local Inspector – Steve Haak  
1(800) 641-6342 (cell)
  - New York Electrical Inspection Agency  
Main Office – (585) 436-4460  
Local Inspector – Mike Shumway  
(585) 729-2779 (cell)  
Local Inspector – Fritz Gunther  
(585) 230-4186 (cell)
- 9) Insulation inspection – this will not be done until the building is weather tight, with siding on and inspected to NYS Energy Conservation requirements.
- 10) Duct sealing inspection
- 11) Woodstove inspection – if applicable
- 12) Fireplace inspection – if applicable
- 13) Final inspection
- 14) Escrow inspection
- 15) Re-inspection fee – A \$50.00 fee will be assessed for any and all re-inspections of failed work and/or not completed work at the scheduled inspection.
- 16) There is a 24-hour notice requirement for all inspections. Please call (315) 986-1400, ext. 307.

**C. INSPECTION PROCESS**

- 1) Inspection sticker will be placed in window. As each section are done, inspections will be checked off with date and inspector's initials. Next operation cannot be started until previous inspection has been completed.
- 2) 24 hours notice is required for all inspections.
- 3) The following are required inspections:
  - a) Site meeting
  - b) Footing inspection
  - c) Foundation and outside drain inspection
  - d) Rough framing
  - e) Rough plumbing
  - f) Slab inspection
  - g) Under slab plumbing inspection
  - h) Fireplace inspection

**D. CERTIFICATE OF OCCUPANCY**

- 1) A tape location map or an instrument survey, with a raised seal, must be received prior to the final inspection.
- 2) A final electrical inspection must be completed and certificate received before C of O can be issued.
- 3) House numbers must be placed on the home in an appropriate location.
- 4) Steel corner pins must be placed at the four (4) corners of the property and flagged for visual inspection.
- 5) Upon completion of a building on a lot or parcel, the builder shall certify in writing that the structure or structures constructed on the lot or parcel are in compliance with the site plan and the grade or elevations as may be set forth on the site plan or as altered with the approval of the Building Inspector, as the case may be. Such certification shall specifically set forth that all grading and surface drainage are as set forth on the site plan and/or as approved by the Building Inspector. A Certificate of Occupancy shall not be issued until such certification shall be filed in the office of the Building Inspector.
- 6) Final inspection – after completion
- 7) All fees are to be paid prior to issuance of the C of O (i.e. inspection fees)

**E. RETURN OF LAWN ESCROW**

- 1) The escrow shall be returned to the designated party on the escrow application form. If this is to be different, written approval signed by the designee and the new receiver of escrow must be submitted to the Building Inspector.
- 2) A building permit to build a new home on a residential lot: the sum of \$500.00 to be returned to the applicant upon the completion of the new construction, the proper final cleanup, grading, ground cover, driveway work in the right-of-way or other special right-of-way work or other work to be performed as required by the permit, and if the work is not so completed within a reasonable time and reasonable notice from the Building Inspector, the Town may remove said funds from the escrow and use same to complete the work required by the permit.

**F. INSPECTIONS**

A reminder that ALL building inspections must be scheduled with the secretary for the Building Group, called 986-1400, ext. 307.