# CITY OF BINGHAMTON
## OFFICE OF BUILDING CONSTRUCTION & CODE ENFORCEMENT
# BUILDING PERMITAPPLICATION FORM

**Tax Map No.** _____ **Permit No.**

**PROPERTY OWNER AND PROJECT LOCATION – Note: Property Owner is responsible for all permits. Property Owner may authorize designee to submit application on the Owner's behalf.**

Owner Name_____ Project Address (#/Street) _____

Owner Phone _____Owner Email _____Mailing Address (if different)_____

Structure Occupancy (select all that apply) Owner Occupied _____ Rental _____

Structure Type (select one) 1 or 2 Family Residential Apartment _____ Non-Residential _____ Mixed

General Contractor (company) _____ FEIN _____

Contractor Representative _____Business Address _____

Phone _____ Fax_____ Email _____

Plumbing Contractor (company) _____ FEIN _____

Licensed Master Plumber _____License # _____

Business Address _____ Phone _____ Email/Fax _____

Electrical Contractor (company) _____ FEIN _____

Licensed Master Electrician _____ License # _____

Business Address _____ Phone _____ Email/Fax _____

HVAC/Mechanical Contractor _____ FEIN _____

Contractor Representative _____Business Address _____

Phone Fax Email

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**PROJECT DESCRIPTION – Provide an informal sketch and narrative description of project. If necessary, use additional sheets or provide formal design submittals, as described under "Project Design Documents," below.**

**PROJECT DESIGN DOCUMENTS AND SUBMITTAL REQUIREMENTS**

**Detailed design documents, prepared by a licensed design professional, and which includes a comprehensive Code Analysis, may be required for any work performed under a Building Permit.**

**Formal, design documents are always required for any of the following types of projects:**

**1.) RESIDENTIAL – NEW ENTIRE; RESIDENTIAL – NEW ADDITION; RESIDENTIAL ALTERATION / RECONSTRUCTION / RENOVATION at or above Level II action;**

**2.) COMMERCIAL – NEW ENTIRE, NEW ADDITION, AND ALTERATION / RECONSTRUCTION / RENOVATION above Level I action**

**Note: Additional, detailed information about the documents required for a Building Permit, including forms, is available at the municipal website: http://www.binghamton-ny.gov/apply-building-permit**

 **The permit fee is based on the attached Schedule of Building Permit Fees," Page 3, below**

**PERMIT CATEGORY**

*A* ***Separate Cost*** *is required for* ***each*** *of the categories below. Provide additional description of work on Page 2, below.*

**GENERAL CONSTRUCTION New Structure ____Addition _____ Alteration _____ Renovation _____ Interior ____ Exterior_____**

**FEE(S): Total Estimated Cost of Construction $ _____**

**1) ELECTRIC WORK Power Service Connection _____ Extension or modification of existing distribution system _____**

**FEE(S): Total Estimated Cost of Electric $ _____ # of Devices_____ Calculated Electrical Permit Fee $_____**

**2) PLUMBING WORK Water Service ____ Fire Service ____ Sewer Service_____ Plumbing_____**

**FEE(S): Total Estimated Cost of Plumbing $ _____ # of Devices_____ Calculated Plumbing Permit Fee $_____**

**3) MECHANICAL WORK HVAC_____ Special System_____ (identify system) _____ Other _____**

**FEE(S): Total Estimated Cost of HVAC $ _____ # of Devices_____ Calculated Mechanical Permit Fee $_____**

**4) LIFE SAFETY SYSTEM(S) Sprinkler/Suppression _____ Smoke/Fire Detection _____ Other _____**

**FEE(S): Total Estimated Cost of Life Safety System $ _____**

**5) ELEVATOR/CONVEYANCE SYSTEM(S) Note: Additional "Operating Permit," from Fire Marshal's office, required for elevator(s)**

**Passenger _____ Freight _____ New _____ Upgrade Existing _____ Decommission Existing _____**

**FEE(S): Total Estimated Cost of Elevator Work $ _____**

**6) DEMOLITION WORK Demolish Entire Structure(s) ___Limited Demolition - Exterior _____ Limited Demolition - Interior ___**

**FEE(S): Total Estimated Cost of Demolition $ _____**

**FEE(S): Total Estimated Cost of Entire Project $ _____Entire Project Fee $_____**

**Total Mechanical, Electric, Plumbing Fees $_____**

**TOTAL PERMIT FEE $_____**

**Please indicate form of payment here: Cash_____ Check____ Check #_____**

The owner of the above described property hereby approved this application and agrees to comply with all ordinances of the City of Binghamton and to do no work not specifically covered by this application. ***"I declare, under penalties of perjury, that this application, including any accompanying plans, specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application."***

Applicant Name (print/type) _____

Applicant Signature_____

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STAFF USE ONLY BELOW LINE

SUBMITTALS:

Approved Site Plan____ Building Design Plan(s)____ Code Analysis____ NYs Comp/Disability Insurance_____

| Department | Date | Approved By | Notes |
|---|---|---|---|
| Planning / Zoning | | | |
| CAUD | | | |
| Building Group | | | |

**SCHEDULE OF PERMIT FEES**

**There are three (3) basic Categories of Construction**

1. Residential "New"
2. Residential "Renovation/Reconstruction"
3. Commercial

**There are four (4) Types of Fees:** ***Total permit fee is the sum of all four (4) fees***

1. Entire Project **+** 2. Electrical **+** 3. Plumbing **+** 4. Mechanical **= TOTAL PERMIT FEE**

Note: The fee(s) for a Building Permit varies, based on the Category of Construction and Type of Work. The term, "Residential," as used above refers to a 1 or 2 family dwellings and single family Townhouses, as defined by NYS Code. "Commercial" includes all occupancy categories, including 3-family and multi-unit, not defined as Residential, above .

**ENTIRE PROJECT PERMIT FEES**

*Where the Estimated Cost of Construction for the **entire** project is **less than $20,000** there is a flat fee.*

| Estimated Cost | Residential-New | Residential-Renovation | Commercial |
|---|---|---|---|
| $1 - $5,000 | $25.00 | $15.00 | $25.00 |
| $5,001 - $10,000 | $50.00 | $25.00 | $50.00 |
| $10,001 - $20,000 | $100.00 | $50.00 | $100.00 |

*Where Estimated Cost of Construction for the **entire** project is **greater than $20,000** the fee is calculated, as follows*:

**Estimated Total Cost of Constructionmultiplied by.75% (or .0075), with maximum fee of $25,000 for any single, Building Permit.**

Note: If or when the estimated cost of construction is over $20,000, the Applicant is required to submit a written estimate prepared by the Engineer, Architect, or Contractor.

**In addition to the Entire Project Fee, Trade Fees below must be calculated and added to the Total Permit Fee**

## ELECTRICAL, PLUMBING, AND MECHANICAL PERMIT FEES

The permit fee for skilled trade permits, as below, is levied independent of any fee paid for under the Entire Project Fee.

**Residential New - Electric, Plumbing and/or Mechanical**
**$35.00** for the first five devices, plus $2.00 per device for any additional devices.

**Residential Renovation of - Electric, Plumbing and/or Mechanical**
**$25.00** for the first five devices, plus $2.00 per device for any additional devices.

**Commercial (all categories) - Electric, Plumbing and/or Mechanical**
Plumbing and Electric, **$50.00** plus $2.00 per device.
Mechanical, **$50.00** plus $2.00 per device (major unit of equipment per design schedules).

## SUBMITTAL CHECKLIST - REQUIRED FOR ALL PROJECTS

*Applicant: Provide a check mark, below, to identify any and all submittals provided in support of your application. A Permit Card will be transmitted to Applicant as soon as a complete set of submittals has been received, reviewed, and accepted by the Office of Building Construction*

| | YES | NO | TBD | |
|---|---|---|---|---|
| ***Required for ALL projects*** | X | | | **Application Form – complete, including detailed description of proposed work** |
| ***Due upon initial application*** | X | | | **Permit Fee** |
| | X | | | **Proof of Insurance or equivalent Waiver (NYS DOL Worker Compensation and Disability documents)** |
| | X | | | **Scope of work - Drawings, Description, Dimensions, Materials, Details** |
| | | | | |
| ***Required for projects >$10k*** | X | | | **Plans and/or Design document(s) prepared by a qualified design professional** |
| ***Due upon initial application*** | | | | Scope of work - Drawings, Description, Dimensions, Materials, Details |
| | | | | Detailed Construction Schedule & Engineer's Cost Estimate |
| | | | | Detailed Design Specifications |
| | | | | Manufacturer's Specifications & Shop Drawings, appropriate to project elements |
| | | | | Statement of Special Inspections (for Residential projects, SI's will include ACH 50 and HVAC Duct testing) |
| | | | | Statement of Method for 2015 IECC – Section R406 compliance requirements |
| | | | | Statement of Project Elements subject to and method of performing post-construction Commissioning per C-408 |
| | | | | |
| *Other required* | | | | Planning Approval Letter |
| *Due upon initial application* | | | | Approved Site Plan |
| | | | | Approved Draft Urban Runoff Reduction Plan (URRP) |
| | | | | Final Urban Runoff Reduction Plan |
| | | | | Approved Draft Stormwater Pollution Prevention Plan (SWPPP) |
| | | | | Final Stormwater Pollution Prevention Plan |
| | | | | Infiltration & Inflow Program |
| | | | | Trade Licensing |
| | | | | Operating (Hot Work) Permit |
| | | | | Street Permit |
| | | | | Sign Permit |
| | | | | Elevator Permit |
| | | | | CAUD Review and Approval Letter (historic districts and structures |
| | | | | Lead Certification(s) |
| | | | | Asbestos Survey and Asbestos Licensing |
| | | | | Lead Certification |
| | | | | |
| *Progress Documents* | | | | Field Record Plan Set (As Built) |
| *Due as scheduled* | | | | Change Orders & Plan Amendments & SK Drawings |
| | | | | Progress inspection reports |
| | | | | SWPPP inspection reports |
| | | | | Special inspection reports |
| | | | | Correspondence & Transmittals |
| | | | | |
| *Project Close-out* | | | | Complete set of Record Drawings (derived from "as built field set.") |
| *as required to obtain* | | | | AIA G704-2000 prepared and signed by Designer of Record |
| *"Temporary Certificate of Occupancy* | | | | Special Inspection reports (final) and associated certifications, as below: |
| *OR Certificate of Occupancy"* | | | | *Life safety systems (smoke/fire detection)* |
| | | | | *Sprinkler systems (general fire suppression)* |
| | | | | *Speciolized fire suppression (hood-exhaust systems, principally commercial kitchens)* |
| | | | | *Elevator(s)* |
| | | | | *Structural* |
| | | | | *Commissioning Report – C-408 2015 IECC, including HVAC System certification (Commercial)* |
| | | | | *ACH 50 Report (Residential)* |
| | | | | *HVAC Duct Test Report (Residential, as or where applicable)* |
| | | | | *Special systems (project specific)* |
| | | | | Public Water & Sewer System verification |
| | | | | Infiltration & Inflow Compliance & Close Out |
| | | | | SWPPP Post-construction Plan & Close Out documentation |
| | | | | Site Plan Final Inspection and Acceptance Letter |
| | | | | Close-out documents for all related permits (Demolition, Mechanical, Electric, Plumbing, Life Safety Systems, Sign, Elevator, etc.) |