



**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION & CODE ENFORCEMENT
BUILDING PERMIT APPLICATION 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 _____

PERMIT CATEGORY

Check all that apply to proposed work. Provide additional description of work on Page 2, below.

- 1) **GENERAL CONSTRUCTION** New Structure _____ Addition _____ Estimated Total - New Floor Area (SF) _____
 Interior _____ Exterior _____ Alteration _____ Renovation _____ Reconstruction _____
- 2) **ELECTRIC WORK** Power Service Connection _____ Extension or modification of existing distribution system _____
- 3) **PLUMBING WORK** Note: *Additional documentation required for New or Modified Sewer Connection, as in "Submittals, below*
 Water Service _____ Fire Service _____ Sewer Service _____ Plumbing _____
- 4) **MECHANICAL WORK** HVAC _____ Special System _____ (identify system) _____ Other _____
- 5) **LIFE SAFETY SYSTEM(S)** Sprinkler/Suppression _____ Smoke/Fire Detection _____ Other _____
- 6) **ELEVATOR/CONVEYANCE SYSTEM(S)** Note: *Additional "Operating Permit" may be required*
 Passenger _____ Freight _____ New _____ Upgrade Existing _____ Decommission Existing _____
- 7) **DEMOLITION WORK** Note: *Prior review and approval, by Commission on Urban Architecture & Design, may be required*
 Demolish Entire Structure(s) _____ Limited Demolition - Exterior _____ Limited Demolition - Interior _____

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

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>

Permit Fee: The permit fee is based on the attached Schedule of Building Permit Fees,” Page 3, below

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 _____

STAFF USE ONLY BELOW LINE

SUBMITTALS Approved Site Plan Building Plan(s) Code Analysis NYs Comp/Disability Insurance

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

Department	Date	Approved By	Notes
Planning / Zoning			
CAUD			
Building Group			

SCHEDULE OF PERMIT FEES

There are three (3) basic Categories of Construction and there are four (4) Types of Work:

- | | | | |
|-------------------------|--|---------------|---------------|
| 1. Residential "New" | 2. Residential "Renovation/Reconstruction" | 3. Commercial | |
| 1. General Construction | 2. Electrical | 3. Plumbing | 4. Mechanical |

*"Residential" 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.*

The fee(s) for a Building Permit varies, based on the Category of Construction and Type of Work, as follows:

1. General Contracting Work where the estimated cost of construction for the entire project is less than \$20,000 there is a flat fee.
2. General Contracting Work where the estimated cost of construction for the entire project is greater than \$20,000 the fee is based on the following formula: **Estimated cost of construction multiplied by .0075, with a maximum fee of \$25,000 for any 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.*

Electrical, Plumbing, and Mechanical Permit Fees are not included in the General Contracting Permit Fee.

GENERAL CONTRACTING BUILDING PERMIT FEES

Estimated Cost	Residential-New	Residential-Renovation	Commercial
\$1 - \$5,000	\$25.00	\$15.00	\$95.00
\$5,001 - \$10,000	\$50.00	\$25.00	\$50.00
\$10,001 - \$20,000	\$100.00	\$50.00	\$100.00

To calculate Fee for projects where the "Estimated Total Cost of Construction" exceeds \$20,000, multiply the estimated amount by .75% (.0075). There is a maximum fee of \$25,000 for any single, Building Permit

ELECTRICAL, PLUMBING, AND MECHANICAL PERMIT FEES

The permit fee for skilled trades permits is independent of any fee paid for General Construction permit(s).

Residential New

\$35.00 for the first five devices, plus \$2.00 per device for any additional devices.

Residential Renovation

\$25.00 for the first five devices, plus \$2.00 per device for any additional devices.

Commercial (all categories)

\$50.00 plus \$2.00 per device.

Mechanical only, \$50.00 plus \$2.00 per device (major unit of equipment per design schedules).