

INSTRUCTIONS FOR COMPLETING A BUILDING PERMIT

Please note: Your project may be subject to prior review and approval by the Planning Commission or the Zoning Board of Appeals. In most cases, a Building Permit cannot be issued until the approval process has been completed. If you need assistance to determine whether Planning or Zoning review is required for your project, please contact the Planning Department at (607) 772-7028.

GENERAL INFORMATION:

Item 1 OWNER-APPLICANT Provide name of Property Owner and address of property where the work will occur

Item 2 GENERAL CONTRACTOR Provide business name, contact person, business address and email

Items 3-4 LICENSED CONTRACTOR(S) Provide business name, licensed person, license #, business address and email

Note: Electric and plumbing work must be performed by a City-licensed, trade professional (Master)

For Electric work only: Exception to license may apply for owner/occupant of one/two family residential structures.

Please contact the Electrical Inspector, (607)772-7004, to obtain further information about this exception.

Items 5-6 STRUCTURE OCCUPANCY/TYPE Mark check-box for appropriate property use.

DESCRIPTION OF WORK:

Items 1-6 DESCRIPTION OF WORK Mark check-box for *all* categories of work that apply to the proposed project.

Note: Demolition work may be subject to regulation under NY State Code Rule 56. **All applicants for a demolition permit must demonstrate compliance with this law.** Contact NY State Dept. of Labor at (607) 721-8211 for additional details.

PROJECT DOCUMENTS:

Site Plan required for *all* new construction, additions, or any project subject to Planning or Zoning review.

Building Plan(s) required for *all* new construction and additions. Building Plan(s) required for alterations or renovations that have a *Total Cost of Construction* > \$10,000. Reference **Design Document Guidelines** for details.

Tabular Code Analysis required for *all* permits. Detailed form available on website.

NY State Insurance – In addition to General Liability insurance, an applicant must provide evidence of compliance with NY State Workers' Compensation and Disability law. Further information available on website.

Items 1-2 PERMIT FEES:

Building Permits-General Construction: Minimum fee = \$10.00

The fee for permit is based on the *Estimated Total Cost of Construction*. This value is reported on the application form and may be provided by the applicant, or by the design professional. The Estimate is subject to review by the Building Inspector.

Use the following equation to calculate: **Permit Fee Amount = (Estimated Total Cost of Construction X .005)**

Example: Total Estimated Cost of Construction is \$25,000, then \$25,000 X .005 = \$125 Permit Fee Amount

Note: For projects where Estimated Total Cost of Construction = \$200,000 or more, the following fixed fees apply:

\$200,000 to \$500,000	\$1,500
\$500,001 to \$1,000,000	\$2,000
\$1,000,001 to \$2,000,000	\$3,000
\$2,000,001 to \$5,000,000	\$4,000
Greater than \$5,000,000.....	\$5,000

Building Permit - Electrical No fee*

* In lieu of fee, Applicant will provide approved third party inspection for all work performed under this Building Permit.

Building Permit - Plumbing\$5*

\$5 plus additional fee of \$1 per fixture. Provide schematic plan or schedule to demonstrate fixture count(s).

Building Permit - Water Service Connection only\$10

Building Permit - Sewer Service Connection only\$10

Note: Special documentation is required for Sewer and Water Service connections. Further details and form available on website.