



CITY OF BINGHAMTON

OFFICE OF BUILDING CONSTRUCTION

**BUILDING PERMIT
TOOLKIT**

2016 EDITION



**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			



CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOLKIT

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

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Thomas F. Costello, Supervisor of Building Construction

SECTION ONE

FREQUENTLY ASKED QUESTIONS (FAQS) THE BUILDING PERMIT PROCESS

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CITY OF BINGHAMTON OFFICE OF BUILDING CONSTRUCTION FAQS – PROJECT PERMITTING

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

APPLICATION AND MOBILIZATION PROCESS

1. *What are the basic steps required to obtain a Building Permit for new construction or renovation of an existing building involving a Change of Use?*

PLANNING REVIEW – Before an applicant can obtain a Building Permit, the applicant must present evidence that no Planning review is required for the project OR the applicant must present written evidence that the Planning review has been completed properly.

The former case, “no review required” is determined through informal discussion between the applicant and Planning staff. Typically, this discussion occurs during a “Pre-Development” meeting, which addresses two specific goals: (1.) provide the applicant with comprehensive information about the Project Approval process and (2.) determine the appropriate level of Planning review required for compliance with municipal Zoning ordinance.

Certain types of projects, such as interior renovation or remodeling of existing structures, are typically exempt from Planning review *unless* the scope of proposed work includes a change in the way the structure is being used, i.e. a “change of use” as defined by the Zoning ordinance. Based on project information provided by the applicant, Planning staff make this initial determination.

Planning review is or can be a complex, time intensive process. Consequently, applicants should be fully informed about the process itself and allow adequate time for it to occur, in relation to the project schedule as a whole.

For additional information about the PLANNING REVIEW process, please contact:
Assistant Director of Planning – Tito Martinez, tmartinez@cityofbinghamton.com, 607-772-7028

BUILDING PERMIT

A project may require a Building Permit to comply with provisions of the New York State Code and associated local ordinances. These codes address the planning, design, construction, operation, and demolition of new and existing structures of all types, including residential (one and two family homes) and commercial buildings. These codes also address ancillary or accessory structures, including decks, garages, and swimming pools. If you are unsure whether a project requires a Building Permit, please call the local building official at the following address: Building Inspector – Mark Tanner, metanner@cityofbinghamton.com, 607-772-7010

The application for a Building Permit can be obtained online, here: http://www.binghamton-ny.gov/sites/default/files/documents/files/Building%20Permit%20Application_2.pdf or it may be obtained at the Office of Building Construction, 4th Floor-City Hall, 38 Hawley St, Binghamton, NY 13901

In addition to the application form, an applicant must submitted one or more **APPLICATION DOCUMENTS**, as described below:

1. **Design documents** or plans and specifications, which address all proposed work of the project, including demolition, and which are typically prepared by a qualified design professional. At minimum, all designs must include a formal NYS Code Analysis document. Detailed information about the form and content of design documents is found online, here:

All permit applicants must submit written evidence of compliance **with NYS Department of Labor regulations for Workers Compensation and Disability**. These documents may be obtained online here: <http://www.wcb.ny.gov>

2. For any permit involving limited or complete demolition of an existing building, the applicant must submit written evidence of compliance with the requirements **NYS Code Rule 56**, which provides regulatory standards for **Asbestos Containing Material** subject to disturbance caused by demolition activities. A copy of the Executive Summary of Findings, taken from a **materials testing report** prepared by a qualified materials testing firm, is typically submitted for this purpose.
3. A Planning approval action, where required, must be completed and approved *before* the related Building Permit can be issued. Under these circumstances, an applicant must submit a copy of the **Planning Approval Letter** and related documents, including the approved Site Plan (if any).
4. **Fee** – An application fee is required for a Building Permit. A schedule of fees (2016) is provided [here](#):

After the application package has been completed and submitted to the Office of Building Construction, it will be reviewed by Code staff. At this time, staff may request additional information from the applicant, such as: Code Analysis; site plan; construction design drawings; design specifications; technical reports; and manufacturer's technical documentation, if any of these document are required, but not previously submitted by the applicant.

In general, Building Permits are issued and transmitted to the Property Owner AFTER all required submittals, as described herein, have been received, reviewed, and accepted by the responsible Code official. For fully new construction or complex reconstruction projects, the Plan Review process may require a significant amount of time and resources. Consequently, applicants are encouraged make adequate allowance in the schedule for this phase of the project.

Property Owners may request that a copy of the Building Permit be transmitted to one or more contractors or design professionals, as well. The period required for review is a minimum of three (3) days. Building Permit is valid for a period of ONE YEAR from the date upon which it is issued. The applicant may request an extension for a period of six (6) months to complete unfinished work. If a request is not received prior to the expiration date, the Building Permit will becomes null & void

The Property Owner, or an approved designee, is responsible for requesting all Progress Inspection(s) and Final Inspection, pursuant to a Certificate of Occupancy/Compliance. The Certificate of Occupancy/Compliance is issued when field inspection of the work has been completed and all work governed by the Building Permit has been found to be in general conformance with the requirements of the NYS Code and related municipal ordinances. A Certificate of Occupancy/Compliance will NOT be issued until are close-out documents have been received and accepted by the Code Official (Authority Having Jurisdiction).

2. What type or version of the International Code is used by the Building Department to evaluate code compliance, in relation to the following code categories: Building, Fire, Mechanical, Plumbing, Electrical, Life Safety, Energy, Existing Building, Mechanical Codes?

The prevailing code(s) that is applied by this office is the NYS Code 2010, in all categories listed above. Please note that the Energy Code Update is pending; however, an official NYS Supplement to ECCC was issued in 2014. Refer to the [NYS Department of State Codes Division](#) for additional information, which includes a list of all formal, Technical Bulletins and any official Revisions of the Code, made subsequent to publication.

3. Are there any special provisions of the Energy Code that require very specific attention?

Detailed information about the Energy Code and Energy Code compliance can be obtained from the NYSERDA website, <https://nyserdacodetraining.com/> Reference the training section that is entitled “Energy Code Essentials,” with specific reference to “The ECCNYS 2010” and “2014 Commercial Energy Code Update.” These courses, especially the latter course, provide highly detailed information about the process, including submittals and design documents, required to achieve compliance with the Energy Code, in relation to the reconstruction of Existing Commercial Buildings. Please note that the end user must Register, by creating an account, in order to access training information. Design professionals are eligible for registration. Any questions about this site may be directed to Christopher Sgroi, NYSERDA, Christopher.Sgroi@nyserda.ny.gov

4. What are the state or local municipal laws and codes that are most relevant to a development project?

Local ordinances that pertain to this type of project are found in the City of Binghamton Code of Ordinances, and may include one or more of the following Chapters, based on project scoping:

Chapter 200 Building Construction – which provides administrative procedures related to Building Permits, in addition to other regulations applied to the planning, design, construction, renovation, and demolition of structures. This ordinance also adopts the NYS Code as the governing standard for Building Permits. Governing office – Office of Building Construction & Code Enforcement

Chapter 225 Electrical Standards – establishes procedures for the licensing of the Electrical skilled trade. Note: any workforce, including Contractor, engaged in Electrical trade, for project work located within the jurisdiction of the City of Binghamton, must be duly licensed as prescribed by this ordinance. Governing office – Electrical Inspector and Board of Examining Electricians

Chapter 226, Elevators – addresses the standards for the design, construction, operation, and decommissioning of elevators located within the municipal jurisdiction. Note: operation permit for elevators are required. Governing office – Fire Marshal and Elevator Board

Chapter 227 Erosion Control – addresses the standards for stormwater management prior to, during, and post construction with specific reference to Urban Runoff Reduction Plan (local standard) and Stormwater Pollution Prevention Plan (NYS Department of Environmental Conservation). In both cases, the NYS DEC Design Manual (current version) pertains. Binghamton is an MS4 community. Governing office – City Engineer and Department of Engineering

Chapter 227-A Illicit Discharges – governs the disposition of contaminants in relation to public infrastructure, with specific reference to sanitary and stormwater sewer systems. Principal relevance to this project is conduct of workforce and associated method/materials of construction, e.g. concrete/asphalt materials, throughout period of project. Governing office – City Engineer and Department of Engineering

Chapter 310 Plumbing - establishes procedures for the licensing of the Plumbing skilled trade. Note: any workforce, including Contractor, engaged in Plumbing trade, for project work located within the jurisdiction of the City of Binghamton, must be duly licensed as prescribed by this ordinance. Governing office – Plumbing Inspector and Board of Plumbing Examiners

Chapter 355 Streets and Sidewalks – provides the standards and administrative procedures, including Street Work Permit, for any work located in or associated with the municipal ROW. Note: a Street Work Permit is required for any work, permanent or temporary, that is located within or that is located so as to have an immediate impact on public ROW. Governing office – City Engineer and Department of Engineering

Chapter 391 Trees and Shrubs – provides standards for street trees and for similar plantings mandated as a condition of Planning Approval. Note: landscaping features may be subject to review and acceptance by the Shade Tree Commission. Governing office – Zoning Officer and Shade Tree Commission

Chapter 410 Zoning – provides standards for land use and development within municipal jurisdiction. Related topics include allowed uses, bulk requirements, parking, signage, etc. Note: Site Plan is the principal instrument associated with provisions of this ordinance. Governing office(s) – Zoning Officer and Zoning Board of Appeals; Planning Director and Planning Commission.

5. *What are the requirements for preparing and submitting design documents and related documentation?*

The City of Binghamton Office of Building Construction understands that each project is unique and that there is no single set of guidelines that can or will adequately, completely, or exhaustively address this process. For that reason, we have prepared a number of documents that provide general information about design documentation. We encourage you to review these guidelines and to then prepare a list of design documents and submittals that are appropriate for this project. Upon receipt, we will review the list and, if necessary, amend as appropriate.

Note: Additional requirements for design documentation or post-construction documentation may be imposed by applicable Code(s.) The design professional of record is responsible for ensuring that all submission requirements have been or will be met in an appropriate, code-compliant manner.

6. *Who are key personnel who may or will be involved in a development project?*

Supervisor of Building Construction – Thomas F. Costello, tfcostello@cityofbinghamton.com, 607-343-9600
 Building Inspector – Mark Tanner, metanner@cityofbinghamton.com, 607-772-7010
 Electrical Inspector – Charles Joslyn, crjoslyn@cityofbinghamton.com, 607-772-7010
 Plumbing Inspector – Thomas Burke, tpburke@cityofbinghamton.com, 607-772-7010
 Fire Marshal – Daniel Eggleston, deggleston@cityofbinghamton.com, 607-772-7123
 NYSDOS Codes Division Regional Office (Syracuse) – Thomas J DiTullio, RA, Thomas.Ditullio@dos.ny.gov
 City Engineer – Ray Standish, 607-772-7010
 Assistant Engineer (Street Work Permit) – Edward Egan, ejegan@cityofbinghamton.com, 607-772-7007
 Water Department – Jeff Kruger, jakruger@cityofbinghamton.com, 607-772-7210
 Sewer Department – Ron Brown, rwbrown@cityofbinghamton.com, 607-772-701
 Director of Planning – Juliet Berling, PhD, jmberling@cityofbinghamton.com, 607-772-7028
 Assistant Director of Planning – Tito Martinez, tmartinez@cityofbinghamton.com, 607-772-7028
 Commissioner of Public Works – Terry Kellogg, [tikellogg@cityofbinghamton.com](mailto:tikkellogg@cityofbinghamton.com), 607-772-7021

7. ***In addition to the Building Permit, what other permits or approvals are, or may, be required prior to construction?***
- a) **Stormwater Pollution Prevention Plan (SWPPP)** – for projects involving disturbance of 1 or more acres. Preliminary approval by City Engineer or designee is typically required as an element of the Planning Commission Review application.
 - b) **Urban Runoff Reduction Plan (URRP)** – for projects involving disturbance 5000 SF or the construction of ≥20 parking spaces. Preliminary approval by City Engineer or designee is typically required as an element of the Planning Commission Review application.
 - c) **Planning Commission** (mandatory) – documented by approved Site Plan and Approval letter
 - d) **Zoning Board of Appeals** (projects requiring zoning variance) – documented by approved Site Plan and Variance Approval Letter
 - e) **CAUD** (for projects involving historic significance of structures or defined districts) – Approval letter issued by Commission on Architecture and Urban Design
 - f) **Street Work Permit** (mandatory for work in ROW) – A bond is required for this permit
 - g) **Backflow Prevention Certificate** (as required for compliance) – issued by Broome County Department of Health
 - h) **Hot Work Permit** (as required) – for welding and related construction activities. Issued by Office of the Fire Marshal
 - i) **Elevator Permit** (as required) – for design, construction, operation, and decommissioning of elevators. Issued by Office of the Fire Marshal
 - j) **License Verification** – for skilled trades work (Plumbing and Electrical only), as described above
 - k) **Infiltration & Inflow Compliance** – documents the impact of proposed sewage flow on the infrastructure of the municipal system.

NOTE:

1. ***Prior to initiating any work on the project, under terms and conditions of the Building Permit, the Building Inspector will and must perform and document an inspection of existing conditions.***

The initial inspection report may include assessment or evaluation of existing municipal or public utility infrastructure, including Water, Sewer, and Electrical services. The Property Owner may be required to provide technical support for this purpose.

2. ***A Building Permit will NOT be issued absent a complete and comprehensive Code Analysis, prepared and stamped by the Design Professional of record.***

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION TWO

SCHEDULE OF REQUIRED SUBMITTALS

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OFFICE OF BUILDING CONSTRUCTION
ZONING & CODE ENFORCEMENT

SCHEDULE OF REQUIRED SUBMITTALS AND DESIGN DOCUMENTATION

Richard David, Mayor
Thomas F. Costello, Supervisor

REQUIRED DESIGN DOCUMENTS ARE **MANDATORY**. SUBMISSION IS **DUE AT TIME OF APPLICATION**, EXCEPT WHERE NOTED OTHERWISE, BELOW. ALL DESIGN DOCUMENTS **MUST BE SIGNED/STAMPED** BY A QUALIFIED DESIGN PROFESSIONAL (NY LICENSE)

1. MINIMUM DOCUMENTATION REQUIRED FOR ALL PROJECTS

- a. Application Form - complete
- b. Proof of Insurance or equivalent Waiver
- c. Fee
- d. Permit card and Basic Inspection Schedule

2. ADDITIONAL DOCUMENTATION REQUIRED FOR MOST PROJECTS (typically >\$15,000)

- a. Plans and/or Design document(s) prepared by a qualified design professional (ref: Page 2, below)
- b. Detailed Scope of Work
- c. Detailed Construction Schedule & Engineer's Cost Estimate
- d. Detailed Specifications
- e. Manufacturer's Specifications & Shop Drawings
- f. Statement of Special Inspections

3. SPECIAL DOCUMENTATION REQUIRED FOR CERTAIN PROJECTS

- | | |
|--|---|
| <ol style="list-style-type: none">a. Planning Approval Letterb. Approved Site Planc. Approved Draft Urban Runoff Reduction Plan (URRP)d. Final Urban Runoff Reduction Plane. Approved Draft Stormwater Pollution Prevention Plan (SWPPP)f. Final Stormwater Pollution Prevention Plang. Infiltration & Inflow Programh. Trade Licensing | <ol style="list-style-type: none">i. Operating (Hot Work) Permitj. Street Permitk. Sign Permitl. Elevator Permitm. CAUD Review and Approval Letter (historic districts and structures)n. Lead Certification(s)o. Asbestos Survey and Asbestos Licensingp. Lead Certification |
|--|---|

4. DOCUMENTATION REQUIRED DURING CONSTRUCTION

- a. Field Record Plan Set (As Built)
- b. Change Orders & Plan Amendments & SK Drawings
- c. Progress inspection reports
- d. SWPPP inspection reports
- e. Special inspection reports
- f. Correspondence & Transmittals

5. DOCUMENTATION REQUIRED POST CONSTRUCTION (CERTIFICATE OF OCCUPANCY)

- a. Complete set of Record Drawings (derived from "as built field set.")
- b. Special Inspection reports (final) and associated certifications
 - i. Life safety systems (smoke/fire detection)
 - ii. Sprinkler systems (general fire suppression)
 - iii. Specialized fire suppression (hood-exhaust systems, principally commercial kitchens)
 - iv. Elevator(s)
 - v. Structural
 - vi. Special systems (project specific)
- c. Public Water & Sewer System verification
- d. Infiltration & Inflow Compliance & Close Out
- e. SWPPP Post-construction Plan & Close Out documentation
- f. Site Plan Final Inspection and Acceptance Letter
- g. Close-out documents for all related permits (Operating, Sign, Elevator, etc.)

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Thomas F. Costello, Supervisor of Building Construction

SECTION THREE

SCHEDULE OF BUILDING PERMIT FEES

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OFFICE OF BUILDING CONSTRUCTION & CODE ENFORCEMENT

Richard C David, Mayor
Thomas F Costello, Supervisor of Building Construction

Schedule of Permit Fees

NOTE: The fee for a Building Permit is variable, based on occupancy/use and category of work. There are three basic categories of construction:

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

These categories apply to all type(s) of work: General Construction and Skilled Trades (Electrical, Mechanical, and Plumbing).

Fees vary, based on the category of construction and type of work, as follows:

1. General Contracting Work where the estimated cost of construction *is less than* \$20,000 there is a flat fee.
2. General Contracting Work where the estimated cost of construction *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.

If the estimated cost of construction is over \$20,000, submit a written estimate prepared by the Engineer, Architect, or Contractor. NOTE: Electrical, Plumbing, and Mechanical Permit Fees are not included in the General Contracting Permit Fee.

Residential (New or Renovation) includes: 1 or 2 family dwellings and single family Townhouses

Commercial includes: All occupancies and types of structures other than "Residential".

Commercial work includes 3 family and multi-unit apartments.

General Contracting Building Permit Fees

<u>Estimated Cost</u>	<u>Residential-New</u>	<u>Residential-Renovation</u>	<u>Commercial</u>
\$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

Over \$20,000 multiply the estimated cost by .75% (.0075) maximum \$25,000 Fee.

Electrical, Plumbing, and Mechanical Permit Fees

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

\$50.00 plus \$2.00 per device.

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

Note: Licensed Contractor required for Electrical and Plumbing Work.

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**CITY OF BINGHAMTON
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SECTION FOUR

CODE ANALYSIS FORM

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**CODE ANALYSIS FOR PROJECTS INVOLVING NEW CONSTRUCTION
CHANGE OF USE, AND LEVEL III ALTERATION**

Reference Manuals
 NYS Building Code (B)
 NYS Fire Code (F)
 NYS Plumbing Code (P)
 NYS Mechanical Code (M)
 NYS Fuel Gas Code (FG)
 NYS Energy Code (E)

Date: _____

Permit #: _____

Project Location: _____

Preparer: _____

Professional License #: _____

Rev. 02/2016

No	Topic	Section	Required / Allowed	Actual
1	Occupancy	B-302		
2	Type of Construction	B-Table 601		
	Materials - Combustible / Non-Combust	B-602		
	Fire Resistance	B-Table 601		
	Structural Frame			
	Bearing Walls			
	Floors			
	Roof Construction			
3	Building Height & Area	B-503		
	Tabular Height (feet)	B-Table 503		
	Tabular Height (story)			
	Tabular Area			
4	Height Modifications	B-504.2	Sprinkler	
	Increase Allowed			
	Total Height allowed			
5	Area Modifications	B-506		
	Area increase formula	B-506.1 Equation 5-1	$A_a = \{A_t + [A_t \times I_f] + [A_t \times I_s]\}$	
	Frontage Increase	B-506.2 Equation 5-2	$I_f = [F/P - 0.25] W/30$	
	(P) Perimeter of building			
	(F) Frontage of building			
	(W) Average width		Min 20' Max 30'	
	Sprinkler Increase	B-506.3		
	Single story		300% ($I_s = 3$)	
	Multi story		200% ($I_s = 2$)	
	Total Area allowed			
6	Area Determination	B-506.4	3 stories or more	
	(Cumulative)		$3 \times A_a = \underline{\hspace{2cm}}$	
7	Mixed Occupancy	506.4.1		
	Non-separated		Most restrictive x 3	
	Separated Uses		Sum of Ratios x 2 (2 story)	
			Sum of Ratios x 3 (3 story)	

No	Topic	Section	Required / Allowed	Actual
8	Atriums	B-404		
	Definition	B-404.1.1		
	Sprinkler Protection	B-404.3		
	Smoke Control	B-404.4		
	Enclosure	B-404.5		
	Automatic Fire Detection	B-404.6		
	Interior Finish	B-404.8		
	Travel Distance	B-404.9		
9	Location on Property			
	Fire Separation Distance			
	Wall Rating	B-Table 602		
	Exterior Wall Openings	B-Table 704.8		
10	Fire-Rated Construction			
	Fire walls	B-705		
	Separate Buildings	B-705.1		
	Party Wall	B-705.1.1		
	Fire Barrier	B-706		
	Fire Areas	B-Table 706.3.9		
	Shaft Enclosure	B-707		
	Fire Partition	B-708		
	Smoke Barriers	B-709		
	Opening Protectives	B-Table 715.4		
	Concealed Spaces	B-717		
	Fire Blocking	B-717.2		
	Draft Stopping	B-717.3 Floors		
		B-717.4 Attics		
		B-Table 803.4		
11	Interior Finishes			
	Wall and Ceiling	B-803.1		
		B-Table 803.5		
	Textiles	B-803.6		
	Floor Finishes	B-804		
12	Interior Environment			
	Ventilation	B-1203.1		
	Light	B-1205.1		
	Minimum Room Dimensions	B-1208.1		
	Minimum Ceiling Height	B-1208.2		
13	Exits - Occupant Load	B-Table 1004.1.1		
(a)	Egress Width	B-1005.1		
	(per occupant)	B-Table 1005.1		
	Number of Exits	B-Table 1019.1		
	Spaces with one	B-Table 1015.1		
	Buildings with one	B-Table 1019.2		
	Ceiling Height	B-1003.2		
	Egress Illumination	B-1006.1		
	Emergency Power	B-1006.3		
	Exit Signs - location	B-1011.1		
	Emergency Power	B-1011.5.3		

No	Topic	Section	Required / Allowed	Actual
13	Egress Components			
(b)	Doors			
	Door Size	B-1008.1.1		
	Door Swing	B-1008.1.2		
	Operation (locks)	B-1008.1.8		
	Panic Hardware	B-1008.1.9		
	Stairs			
	Width	B-1009.1		
	Headroom	B-1009.2		
	Tread/Riser	B-1009.3		
	Vertical Rise	B-1009.6		
	Handrails	B-1012		
14	H/C Access (exits)			
	Exempt Spaces	B-1103.2		
	Route	B-1104.1		
	Multilevel Exception	B-1104.4	3000 SF aggregate	
	Public Entrances	B-1015.1	60% accessible	
	Parking	B-Table 1106.1		
	Dwelling/Sleeping units	B-1107		
	Group R-1, R-2	B-1107.6		
	#/type of units	B-Table 1017.6.1.1		
	Additional Facilities	B-1109		
	Toilet Facilities	B-1109.2		
15	Exterior Wall			
	Water Resistive Barrier	B-1403.2		
	Condensation Protection	B-1407.3		
	Class III allowed	B-Table 1407.3.1		
	Combustible Finishes	B-1406.2		
		B-Table 1406.2.1.2		
	Balconies & projections	B-1406.3		
16	Roof Assemblies	Chapter 15		
	Performance Requirements	Section 1504		
	Gravel/Stone limitation	B-1504.8		
		B-Table 1504.8		
	Installation by material type	B-1507		
17	Structural Documentation	B-1603.1		
Memo to Designer: For Structural Analysis complete "Structural Analysis" tab (Excel) or "Structural Analysis pages (.pdf)				
For "Item No. 19 Fire Protection" through "Item 26 Handicap Access" go to next page				

No	Topic	Information Required	Designer Documentation	Required/local conditions
19	Fire Protection Equipment			
	Supervisory Service	F-901.6		
	Sprinkler Systems	F/B-903		
	Where required	F/B-903.2		
	Extinguishing Systems	F-904		
	Standpipe Systems	F-905		
	Fire Extinguishers	F-906		
	Fire Alarm Systems	F-907		
	Where required	F/B-907.2		
	Smoke Alarms	F-907.2.10		
	Hi-Rise Safety	F-907.2.12		
	Visible Alarms	F-Table 907.10.1		
		B-Table 907.9.1		
	Smoke Control	F-909		
	Smoke Vents	F-910		
	Kitchen Hood Exhaust	F-609.8		
20	Plumbing Code			
	Fixture Count	P-Table 403.1		
	General Requirements			
	Pipe Freezing	P-305.6		
	Pipe Hangers	P-Table 308.5		
	Water Supply			
	Service Pipe Size	P-603.1		
	Fixture Pipe Size	P-Table 604.5		
	Pipe Material	P-Table 605.4		
	Required Valves	P-606.1, 606.2		
	Pipe Insulation	<i>ref: Energy Code</i>		
	Sanitary Drainage/Vent			
	DWV Pipe Material	P-702		
	Drain Fixture Units	P-Table 709.1		
	Building Drain Sizes	P-Table 710.1(1)		
	Stack and Branch Size	P-Table 710.1(2)		
	Fixture Vent Location			
	Waste Vent Size			
	Air Admittance	P-Table 906.1		
	Valves	P-Table 910.4		
		P-917		
20	Mechanical Code			
	Ventilation Rates	M-Table 403.3		
	Propane Ventilation	M-502.9.10.1		
	Dryer Exhaust	M-504		
	Kitchen Exhaust	M-506		
	Kitchen Hoods	M-507		
	Kitchen Make-up Air	M-508		
	Kitchen Fire Suppression	M-509		
	Chimney Termination(s)	M-Table 511.2		
	Air Plenums	M-602		
	Fire & Smoke Dampers	M-607.5		
	Combustion Air	M-701		
	Confined Space - definition	M-202		

No	Topic	Information Required	Designer Documentation	Required/local conditions
21	Fuel Gas Code			
	Appliance Location	FG-303		
	Combustion Air	FG-304		
	Clearance to Combustion	FG-Table 308.2		
	Pipe Material	FG-403		
	Shut-off Valves	FG-409		
	Chimney Termination	FG-Figure 503.5.4		
	Gas Vent Termination	FG-Figure 503.6.4		
	Exit Terminal Location	FG-503.8		
	Clothes Dryer Exhaust	FG-614		
	Unvented Room Heater	FG-621		
22	Energy Code			
(a)				
	Climate Zone	E-Table 301.1		
	Compliance Path			
	ASHRAE	ASHRAE		
	Prescriptive Method	E-502-505		
	Total Performance Method	E-506		
	(Mandatory issues)			
	Com Check	E-501.2 except software		
22	Energy Code			
(a)				
	Building Envelope	E-502		
	Opaque Elements	E-Table 502.2(1)		
	Fenestration	E-Table 502.3		
	Vapor Retarder	E-502.5		
	Mechanical System	E-503		
	Service Water Heating	E-504		
	Lighting and Power	E-505		
23	Swimming Pools	B-3109		
24	Electrical			
	Means of Egress Illumination	B-1006.1		
	Illumination Emergency Power	B-1006.33		
	Exit Signs	B-1011.1		
25	Handicap Access			
	Exempt Buildings	B-1103.2		
	Route	B-1104.1		
	Entrance	B-1105.1		
	Parking	B-Table 1106.1		
	# of Dwelling Units & Sleeping Rooms	B-1107.1-1107.6.4.2		
	Toilet Facilities	B-1109.2		
	Service Facilities	B-1109.12.3		
	Supplemental Requirements	Appendix "E"		

17 Structural Documentation 1603.1 (cont)

Topic	Information Required	Designer Documentation	Local Conditions				
1603.1.1 Floor Live	Uniform distributed		Table 1607.1				
	Concentrated Impact		1607.8				
1603.1.2 Roof live							
1603.1.3 Roof snow	Ground snow P_g		Fig 1608.2				
	Flat roof P_f		ASCE7 Section 7.3				
	$P_f = .7P_g C_e I C_t$						
	Exposure C_e		Table 7-2				
	Importance I		Table 7-4				
	Thermal C_t		Table 7-3				
1603.1.4 Wind Loads							
	Wind speed		Figure 1609				
	Importance factor I		Table 1604.5				
			ASCE 7, Table 6-1				
	Exposure						
	Internal Pressure		1609.4				
	Components, Cladding						
1603.1.5 Earthquake design							
	Occupancy Category		Table 1604.5				
	Importance Factor I		Zip Code				
	S_s and S_1		S_s				
			S_1				
	Soils/Site Class		SDC per Tables 1613.5.6 (1)&(2)				
			Completed by CEO				
		Seismic Design Category					
	S_{ds} and S_{d1}		Site	Sds/Sd1	I&II	III	IV
Seismic Design Category (SDC)							
			A				
	Force Resisting System						
	Design base shear		B				
	Response coefficient(t), CS						
	Response factor(s), R		C				
	Analysis procedure						
			D				
			E				

17 Structural Documentation 1603.1 (cont)

1603.1.6 Flood Load	Flood Hazard? Yes or No		FIRM/FBFM Mapping Data
(1612.5)			
	Elevation lowest floor		
	Elevation dry floodproof		
Note: Not applicable in Broome County		High velocity wave? Yes or No	
		Elevation lowest horizontal member	
1603.1.7 Special Loads	List loads and applicable code sections		
1603.1.8 Special Inspections	Submittal Required for:		
(Seismic)	SDC ≥ C Resisting Sys		
	SDC ≥ D Designated Sys		
	SDC ≥ C Components		

END STRUCTURAL ANALYSIS SECTION

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION FIVE

DESIGN DOCUMENT STANDARDS

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OFFICE OF BUILDING CONSTRUCTION
ZONING & CODE ENFORCEMENT

DESIGN DOCUMENT STANDARDS

Richard David, Mayor
Thomas F. Costello, Supervisor

GENERAL REQUIREMENTS

Design documents may include plans, specifications, calculations, test results, and/or other documentation which describe in detail the proposed building or structure. Additional documents may include site plans, SWPP documentation, and any other details associated with related site work. All documentation shall be comprehensively indexed and shall sufficient detail, as described below.

Documents shall be prepared and submitted in accordance with the following guidelines. Deviation or omission of specific documents are permitted at the discretion of the Supervisor of Building Construction or designee

To ensure prompt, efficient, and accurate approval of a Building Permit, the applicant shall provide design documents in the format described below.

1. All documents submitted with the application shall be identified to indicate the applicant's name and location.
2. A minimum 3" x 6" clear box must be provided on all sheets of plans near the title box for the stamp(s) of approval. Provide the following note in small type along one edge of the box: "Space Reserved for the New York State Stamp of Approval."
3. Applicants shall submit plans showing all elements relating to specific systems on properly identifiable sheets. See minimum drawing scale requirements at the end of this document.
4. Design calculations and/or test reports shall be submitted. The applicant shall cross-reference all designs to appropriate calculations and/or test reports.
5. Documents shall indicate the location of the insignia of approval.
6. Drawings shall be dated and identified, and include an index which can be used to determine that the package is complete.
7. Calculations shall be dated and identified, and include an index which can be used to determine that the package is complete
8. The drawing set shall provide tabular information, labeled as "Code Analysis" (ref: *Code Analysis Form*, below)

CONSTRUCTION DETAILS

Documents for buildings or components shall provide or show, as appropriate, the details listed below. Documentation necessary to demonstrate each alternative possible within the system shall be required.

1) General Building/Architectural

- a) Details and methods of installation of buildings or components on foundations and/or to each other including distance separation requirements.
- b) Floor plan(s) and typical elevation(s) with dimensions and notations to satisfy space requirements including but not limited to: minimum room areas, minimum horizontal dimensions, location of space in regard to adjacent finished grade level, minimum ceiling height, and areas allowable under sloping roof construction.
- c) Cross sections necessary to identify all major building components
- d) Details of flashing, such as at openings and at penetrations through roofs and subcomponent connections that indicate type and gauge of flashing material
- e) Exterior wall, roof, and soffit material, including any required rated assemblies.

- f) Interior wall and floor/ceiling material, including any required rated assemblies
- g) Accessibility provisions, where applicable.
- h) Sizes, locations, and types of doors and windows. Indicate location, minimum clear opening and operation specifications for Emergency Escape and Rescue Openings. Provide light and ventilation schedule, demonstrating that minimum requirements for each space are satisfied. Include thermal performance specifications for use in energy calculations.
- i) Suggested foundation plans, vents, and access under floor.
- j) Details of any elevator or escalator system, including method of emergency operation, when provided.

2) Fire Safety

- a) Details of fire rated assemblies, including reference listing or test report for all stairway enclosures, doors, walls, floors, ceiling, partitions, columns, roof, and other enclosures.
- b) Means of egress, including details of aisles exits, corridors, passageways, and stairway enclosures. Provide calculations for exit requirements.
- c) Flame spread and smoke developed classification of interior materials.
- d) Location of required draft-stops, fire-stops, and fire blocking.
- e) Details of opening protectives in fire resistance rated systems and assemblies, including: reference listings for required door, frame, hardware, borrowed light, or window to complete opening protective specification.
- f) Drawings of fire suppression systems, standpipes, fire alarms, and detection systems, when required. Provide design calculations for fire suppression systems. Provide riser diagrams for suppression systems, fire and smoke detection systems, and fire alarm systems. Provide model information and reference listing for pre-engineered fire suppression systems.

3) Structural Detail Requirements

- a) Provide engineering analysis to support the selection of all structural members and connections in compliance with applicable codes.
 - i) Design calculations must; identify reference standard(s) and/or code tables, present design methodology in a step-by-step reviewable format, including all applicable design loads and load paths.
 - ii) Demonstrate compliance with maximum load parameters; alternatively, provide calculations for varying design parameters/varying load conditions.
- b) Details of structural elements, including framing details, spacing, size, connections and fasteners.
- c) Grade, species, and specifications of materials.
- d) Schedule of roof, floor, wind, and seismic loads upon which design is based.
- e) Column loads and column schedule.
- f) Typical foundation plans, details, and assumed design soil bearing value.
- g) Provide the resulting uniform and concentrated load magnitudes imposed by the structure, for use by the design professional to properly design supporting structure for construction.

4) Mechanical Detail Requirements

- a) Location, size, and material specifications for all equipment and components including but not limited to: electric heating systems; hydronic heating systems; all air heating, ventilating and air-conditioning systems; and appliances.
- b) Provide room by room heat loss and design calculations for each typical building. Identify duct work, registers, piping, radiation, etc., to supply the required heating and/or cooling, to overcome heat loss/and or gain for each space.
- c) Indicate input/output rating and manufacturer's listings requirements of all equipment and appliances, as appropriate
- d) Method of providing combustion air if required.
- e) Method for providing ventilation air if required, with quantities identified.

- f) Method of providing make-up air if required.
- g) Location of flues, vents, and chimneys; and clearances from air intakes, combustibles materials, and other vents and flues.
- h) Demonstrate code compliance for installation of fuel burning equipment, including fireplaces, in confined and non-confined spaces and identify required clearances consistent with the listing. Provide details when necessary.

5) Plumbing Detail Requirements

- a) Schematic drawing of the plumbing layout, including, but not limited to: size of piping, fittings, traps and vents, cleanouts and valves, for gas, water, and drainage systems.
- b) Plumbing materials and location of all equipment, appliances, and safety controls to be used. Indicate the rating and capacity of equipment and appliances. Applicant will provide a list or schedule of plumbing materials indicating appropriate compliance standard.
- c) Provide floor plan showing fixtures, equipment, and connecting piping.

6) Electrical Detail Requirements

- a) A single line diagram of the entire electrical installation.
- b) Location of outlets, junction boxes, fixtures, and appliances. Indicate all required locations of GFCI protected circuitry, and waterproof circuitry. Show compliance with appropriate reference standard for minimum dedicated circuits at kitchen appliance locations and circuitry serving all appliance/motor locations.
- c) Indicate all exterior and interior lighting locations.
- d) Indicate all required smoke detecting alarm device locations and circuitry.
- e) Indicate provisions for emergency power generation and connection to required circuitry, where applicable.
- f) Details of any service equipment provided by the manufacturer.
- g) Method of grounding service equipment.
- h) Load calculations for service and feeders.
- i) Sizes of branch circuit conductors.
- j) Size, rating, and location of main disconnect and over current protective devices.

7) Energy Conservation Requirements

- a) Provide methodology of compliance, or tables and calculations which will demonstrate compliance.
- b) Provide details of materials and assemblies for compliance with envelope requirements.
- c) Provide equipment efficiencies and control methods.
- d) Provide electronic file of model where computer documentation of compliance is provided.

BUILDING DRAWING SET – MINIMUM SCALES

Sheet Size:

11" x 17" Minimum size to provide room for drawing information, manufacturer's title block and a minimum 3" x 6" space for the municipal approval stamp on every sheet. Plan sets measuring 30" x 42" are the maximum size allowable for file storage purposes.

Key Plans:

1/16" = 1'.0" Minimum for small scale key plans of larger buildings that will not fit on the sheet otherwise. Larger scale partial plans must be provided, since interior dimensions and notes will not be legible at this scale.

3/16" = 1'-0" Minimum scale for floor plans or partial plans (enlarged from Key Plans), where interior dimensions and notes are provided.

Partial Plans:

1/4" = 1'.0" Minimum scale for partial plans, enlarge as needed to show increased detail and information.

Building Elevations:

1/8" = 1.0" Minimum scale for building elevations, enlarge as needed to show increased detail and information.

Building Sections:

1/4" = 1.0" Minimum scale for building sections, enlarge as needed to show increased detail and information. Smaller scales may be allowed for large multi-story housing building sections.

Wall Sections:

1/4" = 1.0" Minimum scale for wall sections, enlarge as needed to show increased detail and information.

Details:

As needed to clearly communicate the required information.

Lettering:

3/32" High Minimum height for Notes and Dimensions. Line spacing between text lines will be $\geq 1/16"$.

SITE PLAN REQUIREMENTS

A plan for any land use or activity requiring site plan review and approval shall be prepared by a qualified design professional and submitted to the Planning Department. Typically, a Site Plan will contain the following design information:

1. A bulk table (generally a bulk table lists pertinent information of the property, such as required and proposed square footage, setbacks, number of parking spaces, etc
2. The shape and dimensions of the lot
3. The existing zoning for the lot and for all adjacent lots
4. The existing and proposed physical characteristics of the site, including topography, vegetation and drainage
5. The location and size of all existing buildings that are to remain and all proposed new buildings and location of structures on adjoining lots within 25 feet
6. The existing and proposed use of each building or part thereof, and of the lot
7. The number of dwelling units proposed for each building
8. The layout of required off-street parking and loading space with access and egress thereto
9. The location and type of any screening and landscaping
10. The location and type of proposed signage, exterior lighting, and proposed improvements other than a building
11. Dimensions of all items on the plan, including building, lots, parking spaces (handicapped spaces must be designated on site plan), and curb cuts
12. Any other information with respect to the lot, buildings or adjacent lots that may be necessary to determine compliance with the provisions of this chapter



**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION SIX

STATEMENT OF SPECIAL INSPECTIONS

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Instructions – Preparation of the Statement of Special Inspections

1. Who Prepares the Form:
The program of inspection and testing for a project should be prepared by the Registered Design Professional (RDP) that is in responsible charge of the building system requiring inspections and testing. The Structural Engineer of Record (SER) should prepare the sections required for the structural elements such as foundations, concrete, structural steel, etc. The Architect and MEP Engineer of Record should prepare the corresponding sections of the SSI for the building systems that they are responsible for. For further explanation, please refer to the "Guide to Special Inspections and Quality Assurance".
2. The Front Page:
 - 2-1. At the top of the page indicate the project name and location as they appear on the Contract Documents, provide the Owner's name (individual, private company, municipality, government agency, etc.), and indicate the Design Professional In Responsible Charge. This should be the RDP in responsible charge of the building systems for which this Statement of Special Inspections is being prepared. See explanation in item 1 above.
 - 2-2. Next, read the first paragraph and check the box below indicating the discipline(s) that this SSI will encompass (Structural, Architectural, Mechanical/Electrical/Plumbing, or Other).
 - 2-3. After reading the remaining paragraphs, the RDP must indicate the frequency of "Interim Reports" required from the Special Inspection Coordinator for the project. This can be indicated directly on the page, i.e. "weekly", or the adjacent box can be checked to attach a more specific schedule.
 - 2-4. Near the bottom of the page, the RDP must print, sign, and date the form, and stamp the form with their professional seal in the box provided.
 - 2-5. The Owner or Owner's agent must sign and date the front page after the SSI has been completed by the RDP.
 - 2-6. The Building Official must sign and date the form upon acceptance.
3. Page 2 – Schedule of Inspection and Testing Agencies:
 - 3-1. The top of the page lists all of the categories of building systems with a box next to each. The RDP must check the boxes for only the building systems that are going to be covered in this SSI. A completed inspection program page must be attached for each building system that is checked off. (See instruction #5 below.)
 - 3-2. The chart below is where the members of the Special Inspection Program are listed. Their names, addresses, telephone numbers, and emails should be filled out in the appropriate boxes. If the Inspectors and Testing Agencies have not been determined yet, the RDP can fill in the boxes with "To Be Determined".
4. Page 3 – Quality Assurance Plan:
 - 4-1. The RDP must review sections 1705 and 1706 in Chapter 17 of the IBC to determine if the project requires a Quality Assurance Plan for the seismic force and wind force resisting systems and components.
 - 4-2. The RDP must indicate whether or not a Quality Assurance Plan is required by filling in the information requested on the page. It is only necessary to provide descriptions of the seismic and wind force resisting systems if it is determined that a Quality Assurance Plan is required.
5. Inspection Program Pages For Each Building System:
 - 5-1. There is a page attached for each building system where the RDP identifies the inspection requirements of each system. Fill out the pages for only the building systems included in this SSI. Do not include blank pages for building systems not covered under this SSI.
 - 5-2. Indicate the inspection or testing firm (Agency #) that will perform each inspection task. The Agency # is the number listed next to the Inspector or Testing Laboratory on the chart on page 2 of the SSI.
 - 5-3. Indicate the required qualifications of the Inspector for each inspection. A list of qualifications of Inspectors and testing technicians is provided on page 4 of the SSI for reference. The RDP may require additional qualifications beyond the ones listed if they feel it is appropriate. Suggested qualifications have been included for consideration. The RDP must determine what qualifications are appropriate for the particular project and confirm that the selected agency employs individuals with the specified qualifications.
 - 5-4. The scope of each inspection must be filled in by the RDP. The editable text provided in italics reflects the code mandated minimum inspection requirements designated in section 1704 of IBC Chapter 17. The editable text does not include the inspections requirements for seismic and wind resisting systems listed in sections 1705 through 1708. The RDP must determine if the project falls under the requirements of sections 1705 to 1708 and add the required inspections to the building systems. The final scope of the inspections required for the project must be determined by the RDP.
 - 5-5. Descriptions of all inspections must include the required frequency of each inspection or test.

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
STATEMENT OF SPECIAL INSPECTIONS**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

Project:

Location:

Owner:

Design Professional in Responsible Charge:

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection and Structural Testing requirements of the Building Code. It includes a schedule of Special Inspection services applicable to this project as well as the name of the Special Inspection Coordinator and the identity of other approved agencies to be retained for conducting these inspections and tests. This *Statement of Special Inspections* encompass the following disciplines:

- | | |
|--|---|
| <input type="checkbox"/> Structural | <input type="checkbox"/> Mechanical/Electrical/Plumbing |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Other: _____ |

The Special Inspection Coordinator shall keep records of all inspections and shall furnish inspection reports to the Building Official and the Registered Design Professional in Responsible Charge. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Interim Report Frequency: _____ or per attached schedule.

Prepared by:

(type or print name)



Signature Date

Design Professional Seal

Owner's Authorization:

Building Official's Acceptance:

Signature Date

Signature Date

Schedule of Inspection and Testing Agencies

This Statement of Special Inspections / Quality Assurance Plan includes the following building systems:

- | | |
|--|--|
| <input type="checkbox"/> Soils and Foundations | <input type="checkbox"/> Spray Fire Resistant Material |
| <input type="checkbox"/> Cast-in-Place Concrete | <input type="checkbox"/> Wood Construction |
| <input type="checkbox"/> Precast Concrete | <input type="checkbox"/> Exterior Insulation and Finish System |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Mechanical & Electrical Systems |
| <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Architectural Systems |
| <input type="checkbox"/> Cold-Formed Steel Framing | <input type="checkbox"/> Special Cases |

Special Inspection Agencies	Firm	Address, Telephone, e-mail
1. Special Inspection Coordinator		
2. Inspector		
3. Inspector		
4. Testing Agency		
5. Testing Agency		
6. Other		

Note: The inspectors and testing agencies shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

Quality Assurance Plan

Quality Assurance for Seismic Resistance

Seismic Design Category

Quality Assurance Plan Required (Y/N)

Description of seismic force resisting system and designated seismic systems:

Quality Assurance for Wind Requirements

Basic Wind Speed (3 second gust)

Wind Exposure Category

Quality Assurance Plan Required (Y/N)

Description of wind force resisting system and designated wind resisting components:

Statement of Responsibility

Each contractor responsible for the construction or fabrication of a system or component designated above must submit a Statement of Responsibility.

Qualifications of Inspectors and Testing Technicians

The qualifications of all personnel performing Special Inspection and testing activities are subject to the approval of the Building Official. The credentials of all Inspectors and testing technicians shall be provided if requested.

Key for Minimum Qualifications of Inspection Agents:

When the Registered Design Professional in Responsible Charge deems it appropriate that the individual performing a stipulated test or inspection have a specific certification or license as indicated below, such designation shall appear below the *Agency Number* on the Schedule.

PE/SE	Structural Engineer – a licensed SE or PE specializing in the design of building structures
PE/GE	Geotechnical Engineer – a licensed PE specializing in soil mechanics and foundations
EIT	Engineer-In-Training – a graduate engineer who has passed the Fundamentals of Engineering examination

American Concrete Institute (ACI) Certification

ACI-CFTT	Concrete Field Testing Technician – Grade 1
ACI-CCI	Concrete Construction Inspector
ACI-LTT	Laboratory Testing Technician – Grade 1&2
ACI-STT	Strength Testing Technician

American Welding Society (AWS) Certification

AWS-CWI	Certified Welding Inspector
AWS/AISC-SSI	Certified Structural Steel Inspector

American Society of Non-Destructive Testing (ASNT) Certification

ASNT	Non-Destructive Testing Technician – Level II or III.
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International Code Council (ICC) Certification

ICC-SMSI	Structural Masonry Special Inspector
ICC-SWSI	Structural Steel and Welding Special Inspector
ICC-SFSI	Spray-Applied Fireproofing Special Inspector
ICC-PCSI	Prestressed Concrete Special Inspector
ICC-RCSI	Reinforced Concrete Special Inspector

National Institute for Certification in Engineering Technologies (NICET)

NICET-CT	Concrete Technician – Levels I, II, III & IV
NICET-ST	Soils Technician - Levels I, II, III & IV
NICET-GET	Geotechnical Engineering Technician - Levels I, II, III & IV

Exterior Design Institute (EDI) Certification

EDI-EIFS	EIFS Third Party Inspector
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Other

Item	Agency # (Qualif.)	Scope
1. Shallow Foundations	PE/GE	<p><i>Inspect soils below footings for adequate bearing capacity and consistency with geotechnical report.</i></p> <p><i>Inspect removal of unsuitable material and preparation of subgrade prior to placement of controlled fill</i></p>
2. Controlled Structural Fill	PE/GE	<p><i>Perform sieve tests (ASTM D422 & D1140) and modified Proctor tests (ASTM D1557) of each source of fill material.</i></p> <p><i>Inspect placement, lift thickness and compaction of controlled fill.</i></p> <p><i>Test density of each lift of fill by nuclear methods (ASTM D2922)</i></p> <p><i>Verify extent and slope of fill placement.</i></p>
3. Deep Foundations	PE/GE	<p><i>Inspect and log pile driving operations. Record pile driving resistance and verify compliance with driving criteria.</i></p> <p><i>Inspect piles for damage from driving and plumbness.</i></p> <p><i>Verify pile size, length and accessories.</i></p> <p><i>Inspect installation of drilled pier foundations. Verify pier diameter, bell diameter, lengths, embedment into bedrock and suitability of end bearing strata.</i></p>
4. Load Testing		
4. Other:		

Item	Agency # (Qualif.)	Scope
1. Mix Design	ACI-CCI ICC-RCSI	<i>Review concrete batch tickets and verify compliance with approved mix design. Verify that water added at the site does not exceed that allowed by the mix design.</i>
2. Material Certification		
3. Reinforcement Installation	ACI-CCI ICC-RCSI	<i>Inspect size, spacing, cover, positioning and grade of reinforcing steel. Verify that reinforcing bars are free of form oil or other deleterious materials. Inspect bar laps and mechanical splices. Verify that bars are adequately tied and supported on chairs or bolsters</i>
4. Post-Tensioning Operations	ICC-PCSI	<i>Inspect placement, stressing, grouting and protection of post-tensioning tendons. Verify that tendons are correctly positioned, supported, tied and wrapped. Record tendon elongations.</i>
5. Welding of Reinforcing	AWS-CWI	<i>Visually inspect all reinforcing steel welds. Verify weldability of reinforcing steel. Inspect preheating of steel when required.</i>
6. Anchor Rods		<i>Inspect size, positioning and embedment of anchor rods. Inspect concrete placement and consolidation around anchors.</i>
7. Concrete Placement	ACI-CCI ICC-RCSI	<i>Inspect placement of concrete. Verify that concrete conveyance and depositing avoids segregation or contamination. Verify that concrete is properly consolidated.</i>
8. Sampling and Testing of Concrete	ACI-CFTT ACI-STT	<i>Test concrete compressive strength (ASTM C31 & C39), slump (ASTM C143), air-content (ASTM C231 or C173) and temperature (ASTM C1064).</i>
9. Curing and Protection	ACI-CCI ICC-RCSI	<i>Inspect curing, cold weather protection and hot weather protection procedures.</i>
10. Other:		

Item	Agency # (Qualif.)	Scope
1. Plant Certification / Quality Control Procedures <input type="checkbox"/> Fabricator Exempt	ACI-CCI ICC-RCSI	<i>Review plant operations and quality control procedures.</i>
2. Mix Design	ACI-CCI ICC-RCSI	<i>Inspect concrete batching operations and verify compliance with approved mix design</i>
3. Material Certification		
4. Reinforcement Installation	ACI-CCI ICC-RCSI	<i>Inspect size, spacing, position and grade of reinforcing steel. Verify that reinforcing bars are free of form oil or other deleterious materials.</i>
5. Prestress Operations	ICC-PCSI	<i>Inspect placement, stressing, grouting and protection of prestressing tendons</i>
6. Connections / Embedded Items		
7. Formwork Geometry		
8. Concrete Placement	ACI-CCI ICC-RCSI	<i>Inspect placement of concrete. Verify that concrete conveyance and depositing avoids segregation or contamination. Verify that concrete is properly consolidated .</i>
9. Sampling and Testing of Concrete	ACI-CFTT ACI-STT	<i>Test concrete compressive strength (ASTM C31 & C39), slump (ASTM C143), air-content (ASTM C231 or C173) and temperature (ASTM C1064).</i>
10. Curing and Protection	ACI-CCI ICC-RCSI	<i>Inspect curing, cold weather protection and hot weather protection procedures.</i>
11. Erected Precast Elements	PE/SE	<i>Inspect erection of precast concrete including member configuration, connections, welding and grouting.</i>
12. Other:		

Masonry

Required Inspection Level: 1 2

Page of

Item	Agency # (Qualif.)	Scope
1. Material Certification		
2. Mixing of Mortar and Grout	ICC-SMSI	<i>Inspect proportioning, mixing and retempering of mortar and grout.</i>
3. Installation of Masonry	ICC-SMSI	<i>Inspect size, layout, bonding and placement of masonry units.</i>
4. Mortar Joints	ICC-SMSI	<i>Inspect construction of mortar joints including tooling and filling of head joints.</i>
5. Reinforcement Installation	ICC-SMSI AWS-CWI	<i>Inspect placement, positioning and lapping of reinforcing steel. Inspect welding of reinforcing steel.</i>
6. Prestressed Masonry	ICC-SMSI	<i>Inspect placement, anchorage and stressing of prestressing bars.</i>
7. Grouting Operations	ICC-SMSI	<i>Inspect placement and consolidation of grout. Inspect masonry clean-outs for high-lift grouting.</i>
7. Weather Protection	ICC-SMSI	<i>Inspect cold weather protection and hot weather protection procedures. Verify that wall cavities are protected against precipitation.</i>
9. Evaluation of Masonry Strength	ICC-SMSI	<i>Test compressive strength of mortar and grout cube samples (ASTM C780). Test compressive strength of masonry prisms (ASTM C1314).</i>
10. Anchors and Ties	ICC-SMSI	<i>Inspect size, location, spacing and embedment of dowels, anchors and ties.</i>
11. Other:		

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt	AWS/AISC- SSI ICC-SWSI	<i>Review shop fabrication and quality control procedures.</i>
2. Material Certification	AWS/AISC- SSI ICC-SWSI	<i>Review certified mill test reports and identification markings on wide-flange shapes, high-strength bolts, nuts and welding electrodes</i>
3. Open Web Steel Joists		<i>Inspect installation, field welding and bridging of joists.</i>
4. Bolting	AWS/AISC- SSI ICC-SWSI	<i>Inspect installation and tightening of high-strength bolts. Verify that splines have separated from tension control bolts. Verify proper tightening sequence. Continuous inspection of bolts in slip-critical connections.</i>
5. Welding	AWS-CWI ASNT	<i>Visually inspect all welds. Inspect pre-heat, post-heat and surface preparation between passes. Verify size and length of fillet welds.</i> <i>Ultrasonic testing of all full-penetration welds.</i>
6. Shear Connectors	AWS/AISC- SSI ICC-SWSI	<i>Inspect size, number, positioning and welding of shear connectors. Inspect suds for full 360 degree flash. Ring test all shear connectors with a 3 lb hammer. Bend test all questionable studs to 15 degrees.</i>
7. Structural Details	PE/SE	<i>Inspect steel frame for compliance with structural drawings, including bracing, member configuration and connection details.</i>
8. Metal Deck	AWS-CWI	<i>Inspect welding and side-lap fastening of metal roof and floor deck.</i>
9. Other:		

Cold-Formed Steel Framing

Item	Agency # (Qualif.)	Scope
1. Member Sizes		
2. Material Thickness		
3. Material Properties		
4. Mechanical Connections		
5. Welding		
6. Framing Details		
7. Trusses		
8. Permanent Truss Bracing		
9. Other:		

Item	Agency # (Qualif.)	Scope
1. Material Specifications		
2. Laboratory Tested Fire Resistance Design	<i>ICC-SFSI</i>	<i>Review UL fire resistive design for each rated beam, column, or assembly.</i>
3. Schedule of Thickness	<i>ICC-SFSI</i>	<i>Review approved thickness schedule.</i>
4. Surface Preparation	<i>ICC-SFSI</i>	<i>Inspect surface preparation of steel prior to application of fireproofing</i>
5. Application	<i>ICC-SFSI</i>	<i>Inspect application of fireproofing.</i>
6. Curing and Ambient Condition	<i>ICC-SFSI</i>	<i>Verify ambient air temperature and ventilation is suitable for application and curing of fireproofing.</i>
7. Thickness	<i>ICC-SFSI</i>	<i>Test thickness of fireproofing (ASTM E605). Perform a set of thickness measurements for every 1,000 SF of floor and roof assemblies and on not less than 25% of rated beams and columns.</i>
8. Density	<i>ICC-SFSI</i>	<i>Test the density of fireproofing material (ASTM E605).</i>
9. Bond Strength	<i>ICC-SFSI</i>	<i>Test the cohesive/adhesive bond strength of fireproofing ASTM E736). Perform not less than one test for each 10,000 SF.</i>
10. Other:		

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt		<i>Inspect shop fabrication and quality control procedures for wood truss plant.</i>
2. Material Grading		
3. Connections		
4. Framing and Details		
5. Diaphragms and Shearwalls		<i>Inspect size, configuration, blocking and fastening of shearwalls and diaphragms. Verify panel grade and thickness.</i>
6. Prefabricated Wood Trusses		<i>Inspect the fabrication of wood trusses.</i>
7. Permanent Truss Bracing		
8. Other:		

Exterior Insulation & Finish Systems (EIFS)

Item	Agency # (Qualif.)	Scope
1. Material Submittals		
2. Condition of Substrate		
3. Application of Foam Plastic Board		
4. Application of Coatings		
5. Application of Mesh		
6. Ambient Condition and Curing		
7. Flashing and Joint Details		
8. Sealants/Caulks		
9. Other:		

Item	Agency # (Qualif.)	Scope
1. Smoke Control		
2. Mechanical, HVAC & Piping		
3. Electrical System		
4. Other:		

Item	Agency # (Qualif.)	Scope
1. Wall Panels & Veneers		
2. Suspended Ceilings		
3. Access Floors		
4. Other:		

Special Cases

Item	Agency # (Qualif.)	Scope



**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION SEVEN

MUNICIPAL TRUSS FORM

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DEPARTMENT OF PUBLIC WORKS
OFFICE OF BUILDING CONSTRUCTION
ZONING & CODE ENFORCEMENT

Richard David, Mayor
Thomas F. Costello, Supervisor

To: _____

Owner: _____

Subject Property: _____

Tax Map No.: _____

Please take notice that the (check applicable line):

- New residential structure
- Addition to existing residential structure
- Rehabilitation to existing residential structure to be constructed or performed at the subject property referenced above will utilize (check each applicable line):
 - Truss type construction (TT)
 - Floor framing, including girders and beams (F)
 - Roof framing (R)
 - Floor framing and roof framing (FR).
 - Pre-engineered wood construction (PW)
 - Floor framing, including girders and beams (F)
 - Roof framing (R)
 - Floor framing and roof framing (FR).
 - Timber construction (TC)
 - Floor framing, including girders and beams (F)
 - Roof framing (R)
 - Floor framing and roof framing (FR).

Applicant Name:: _____

Signature: _____ Date: _____

Capacity [either "Owner" or "Owner's Representative," as applicable]: _____

--- Staff Comments Below ---

BC EMS Notified

Fire Dept. Notified

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION EIGHT

INFILTRATION & INFLOW PROGRAM

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DEPARTMENT OF PUBLIC WORKS
OFFICE OF BUILDING CONSTRUCTION
& CODE ENFORCEMENT

FLOW MANAGEMENT PROGRAM

Richard David, Mayor
Thomas F. Costello, Supervisor

At: Applicant
Re: BJCJSTF Flow Management Program (Infiltration & Inflow) Worksheet

Please be advised that all new development, located in the City of Binghamton, that may affect the flow of sanitary or stormwater within municipal infrastructure is required to comply with the requirements of the Binghamton-Johnson City Sewage Treatment Facility Flow Management Program.

Based on the scope of work proposed for your project, we hereby request that you and/or your design representative complete the attached *Flow Management Program (Infiltration & Inflow) Worksheet*.

Directions for completing this application are provided on the form. If you, as the applicant, have any **technical questions** in regard to the form or content of your application, do NOT contact the Office of Building Construction or the Plumbing Inspector.

Direct ALL technical questions about this application or this program, to the following address:

Ray Standish, PE, City Engineer
Department of Engineering – Binghamton City Hall
38 Hawley St Binghamton NY 13901
Phone: 607-772-7018 Email: rlstandish@cityofbinghamton.com

When you have fully completed the application, please submit two (2) copies of the Application Form (attached) and any supporting documentation to the following address:

Thomas Burke, Plumbing Inspector
Office of Building Construction – Binghamton City Hall
38 Hawley St Binghamton NY 13901
Phone: 607-772-7010 Email: tpburke@cityofbinghamton.com

Note: Design calculations and related design documentation shall be prepared by a qualified design professional. Formal design documents shall be signed and stamped, accordingly.

Thank you. Your cooperation is appreciated

Thomas Burke
Plumbing Inspector

INSTRUCTIONS FOR COMPLETING "APPLICATION FOR NEW OR MODIFIED SEWER CONNECTION PERMIT"

Please note: Under provisions of the NYSDEC Consent Order, the proposed Sewer connection may be subject to review and approval by the City Engineer and the Board of the Binghamton-Johnson City Sewage Treatment Facility, prior to any construction. In general, a Building Permit for a Sewer Service Connection cannot be issued until the approval process has been completed. To determine whether proposed work is subject to review, please complete the attached form and worksheet, in accordance with directions provided below. A completed worksheet is required for all work/projects.

Item 1: APPLICANT Provide name of Property Owner and contact information, including email address.

Item 2: PROJECT LOCATION and PARCEL ID Specify street number/name, municipality, zip and Tax Parcel ID
The name of the appropriate I/I Remediation Basin can be obtained at <http://www.gobroomecounty.com>

Item 3: ESTIMATED COMPLETION DATE Provide estimate based on most current information available

Item 4: PART I – FLOW & FEE CREDIT WORKSHEET (Pages 1 and 3)

Use the table in the Flow & Fee Credit Worksheet to determine whether proposed Sewer Connection/Modification will yield a net change in flow >2500, based on the peak rate of water consumption, in Gallons per Day (GPD), during the period from 01/01/1998 to present.

Where previous use/occupancy is known and where no change in use/occupancy is proposed, use "FLOW & FEE CREDIT PRELIMINARY WORKSHEET (attached) to determine the value of "Pre-Application Flow." Under these circumstances, do not include Peaking Factor in your calculation. For Residential occupancy, the "Unit" value = # of Bedrooms (ref: Table of Values, Page 3). For Office/Business occupancies the "Unit" value = # of Employees AND Area (sf) of occupied space. For Restaurant occupancy, the "Unit" value = # of Employees + # of Seats. Calculation for Mixed occupancy shall include combined result. Calculation for ALL other types of occupancies shall be calculated by a qualified design professional, using an accepted standard design practice for this purpose.

Where a change in use or occupancy, new connection, or physical modification of existing connection (size or number) is proposed, the Applicant will request the water billing records for the property, as recorded for the period 01/01/1998 – 12/31/2012, as required to determine the peak rate of water consumption (GPD) for that period. This data will provide the appropriate value of "Pre-Application Flow," under these conditions. Preliminary calculation of Total Net Flow Change will be made, independent of Peaking Factor, to verify that project is subject to additional compliance requirements. Application will be referred to a qualified design professional, who will perform Capacity Analysis, as well as more comprehensive calculations to determine Total Net Flow Change and corresponding Inflow & Infiltration Offset.

Item 4: PART II – FLOW & FEE CREDIT WORKSHEET (Page 1)

For projects where previous use/occupancy is known and where no change in use/occupancy is proposed, section NOT required.

Part II required for all projects where preliminary calculation of "Total Net Flow Change" is >2500 gpd. An Applicant subject to this process will retain a qualified design professional to complete a Sewer System Capacity Analysis and calculate a definitive value for the Total Net Flow Change. When this documentation is submitted for review by the City Engineer, the Applicant will complete this section and thereby indicate the preferred method of Inflow & Infiltration Offset, i.e. to purchase or to earn Flow Credits.

All Applicants will sign and date application.

Signed application and any required supplementary documentation will be submitted to the Supervisor of Building Construction at Binghamton City Hall, 38 Hawley St, Binghamton, NY, 13901.



Department of Public Works

Building Construction - Engineering

APPLICATION FOR NEW OR MODIFIED SEWER CONNECTION PERMIT

1. Applicant

Name	Telephone[s]
Street Address (<u>and</u> , if different, Mailing Address)	Fax (or "NONE" if no Fax #)
	e-mail (or "NONE" if no e-mail)

2. Project Location

Address	Parcel ID No.
	I/I Remediation Basin

3. Estimated Date for Completion and/or Occupancy

Date

FLOW & FEE/CREDIT WORKSHEET (Attach supporting Engineering Report if more than +2,500 gpd net flow change)

Part I

Source of Flow (check all that apply)	Unit Flow Rate	No. of Units	Peaking Factor	Total Flow Rate (gpd)
Pre-Application Flow (if applicable)				(-)
<input type="checkbox"/> Residential (people)	_____ X	_____ X	_____ =	_____
<input type="checkbox"/> Commercial/Office Bldg (employees)	_____ X	_____ X	_____ =	_____
<input type="checkbox"/> Restaurant (employees + seats)	_____ X	_____ X	_____ =	_____
<input type="checkbox"/> Industrial or Other Sources -----> (Stores, Motels and Hotels, Recreational Facilities, etc)	Flow rate to be determined based on accepted standards for similar industry or business type and size.			
Total Net Flow Change =				_____

PART II (check A or B) -- ONLY APPLICABLE IF NET FLOW CHANGE EXCEEDS A POSITIVE 2,500 gpd

- A. Purchase / Acquire Flow Credits (Fees in Lieu of Mitigation) **Yes or No**
- B. Earn Flow Credits (I/I Remediation Agreement for Developers / Builders only) **Yes or No**
Applicant agrees to carry-out or fund acceptable I/I Remediation Project(s) under the terms and conditions of the I/I Offset Program to earn flow credits at the time new/modified sewer construction is certified as complete.

BY SIGNING BELOW, THE UNDERSIGNED ATTESTS ON BEHALF OF THE APPLICANT THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE AND BELIEF.

Applicant Signature	(print name and title of person signing below)	Date
---------------------	--	------

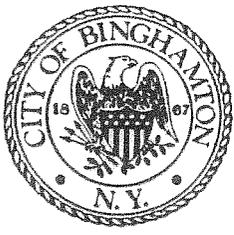


Department of Public Works

Building Construction - Engineering

FLOW & FEE/CREDIT PRELIMINARY WORKSHEET

Source of Flow	# - of Bedrooms/ Employees/Sq. Ft./ Seats	Flow Rate to be added to the POTW In Gallons /Per Day	Total Gallons	Reference
Residential Homes				
Bedrooms	1	150		Design
Bedrooms	2	300		Standards
Bedrooms	3	400		For
Bedrooms	4	475		Wastewater
Bedrooms	5	550		Treatment
Apartments				
Bedrooms	1	150		Works 1988 edition
Bedrooms	2	300		NYSDEC
Bedrooms	3	400		
Office Bldgs				
Employees	X	15		
Square Footage	Y	0.1		
Restaurants				
>50 Seats=Zx35	Z	35		
24Hr >50 Seats=Zx50	Z	50		
Industrial Flows				
Other sources- Stores, Motels, Hotels, Recreational Facilities		TBD		
Total				



**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION NINE

BACKFLOW PREVENTION

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DEPARTMENT OF PUBLIC WORKS
OFFICE OF BUILDING CONSTRUCTION
& CODE ENFORCEMENT

BACKFLOW APPLICATION

Richard David, Mayor
Thomas F. Costello, Supervisor

At: Applicant
Re: Application to Install Backflow Prevention Apparatus

Please be advised that Backflow Protection is required by NY State Plumbing Code, Section 608, and by municipal ordinance, Chapter 405.

For domestic, potable water systems in commercial buildings of all types, a Reduced Pressure Principle backflow prevention device is required.

For sprinkler systems that provide fire protection, a Double Check type backflow prevention device is required.

The application to for an installation permit should be completed by the applicant and transmitted to the following address:

City of Binghamton Water Department
25 Broome St
Binghamton NY 13903
At: Kevin Carr, Backflow Application

Submit four (4) copies of per application. Each application shall include the Application Form (attached); specification submittal for each device proposed for use; and a formal drawing, with design detail(s) for proper installation of device. Design documents shall be signed and stamped by a qualified, professional engineer. **Exception:** Design documents for devices that measure 2" or less do not require an Engineer's signature or stamp.

If you have any questions or require further information to complete this application, contact **Kevin Carr**, at the City of Binghamton Water Department. Mr. Carr may be reached in the following manner:

Office phone 607-772-7239

Cell phone 607-343-9626

Email kjcarr@cityofbinghamton.com

Note: Digital submissions are acceptable for this application

Thank you. Your cooperation is appreciated

Thomas Burke
Plumbing Inspector

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NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Public Water Supply Protection

Application for Approval of
Backflow Prevention Devices

PRINT OR TYPE ALL ENTRIES EXCEPT SIGNATURES
Please completed items 1 through 12a + Block and Lot Numbers

Block #		Lot #		FOR DEPARTMENT USE ONLY Log No.	
1. Name of Facility			2. City, Village, Town		3. County
4. Location of Facility <small>Street</small>			City	state	zip
4a. Phone Numbers			5. Contact Person		
5. Approx. Location of Device(s)			6. Mfg. Model #		Size of Device(s)
# of Fire Services		# of Domestic Services		# of Combined Services	
Total # of Services		Total # of Buildings			
7. Name of Owner		Title		Phone Number	
8. Nature of works <input type="checkbox"/> Initial Device Installation <input type="checkbox"/> Replace Existing Device			8a. <input type="checkbox"/> New Service <input type="checkbox"/> Existing Service		
Full Mailing Address Address <small>street</small>			8b. <input type="checkbox"/> New Building <input type="checkbox"/> Existing Building <input type="checkbox"/> Major Renovations		
City			state	zip	
Owner's Signature			Date M / D / Y		

9. Name of Design Engineer or Architect		10. NYS License #	
<small>Street</small> Address City State zip		<input type="checkbox"/> PE <input type="checkbox"/> RA <input type="checkbox"/> Other	
Original ink signature and seal required on all copies Signature _____ Date M / D / Y		10a. Telephone Number(s) _____ Date M / D / Y	

11. Water System Pressure (psi) at Point of Connection		12. Estimate Installation Cost		12a. Estimate Design Cost	
Max _____	Avg _____	Min _____			
13. Degree of Hazard		List of processes or reasons that lead to degree of hazard checked:			
<input type="checkbox"/> Hazardous <input type="checkbox"/> Aesthetically Objectionable		_____ _____			

14. Public water supply name		Name of supplier's designate representative	
Mailing Address		Title	
<small>street</small> _____ City state zip		_____ Signature _____ M / D / Y	
Telephone No. ()			

Note: All applicants must be accompanied by plans, specifications and an engineer's report describing the project in detail. The project must first be submitted to the water supplier, who will forward it to the local public health engineer. This form must be prepared in quadruplicate with four copies of all plans, specifications and descriptive literature.

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION TEN

DESIGN DOCUMENT & SUBMITTAL REVIEW PROCESS GUIDELINES

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**OFFICE OF BUILDING CONSTRUCTION
ZONING & CODE ENFORCEMENT**

DESIGN DOCUMENT REVIEW GUIDELINE

Richard David, Mayor
Thomas F. Costello, Supervisor

PRELIMINARY BUILDING REVIEW — At minimum, two sets of the following documents required to complete review:

1. Architectural/engineering design development drawings indicating size of the building, occupancy group(s),
2. and type of construction. Drawings to include building plans and sections with means of egress, fire separation
3. assembly locations and fire protection systems proposed.
4. Soil boring and geotechnical recommendations report
5. Foundation structural calculations

BUILDING REVIEW — At minimum, two sets of the following documents required to complete review:

1. Complete architectural/structural plans
2. Comprehensive Site Plan
3. Soil boring and geotechnical recommendations report, including the description and bearing value
4. Structural calculations or other substantiation of structural performance
5. General specifications
6. Fire-resistance rated assembly specifications

MECHANICAL SYSTEMS REVIEW (HVAC, Plumbing, Electrical and Special Systems) — At minimum, two sets of the following documents required to complete review:

1. Complete Mechanical plans and specifications
2. Complete Plumbing plans and specifications
3. Complete Electrical plans and specifications
4. Complete Special System plans and specifications

SPRINKLER REVIEW — one set of the following:

Complete Sprinkler plans and calculations, including hydraulic design calculations, current flow test and material/equipment specifications

ACCESSIBILITY REVIEW — one set of the following unless requested with a review for another discipline, then two sets are required:

1. Complete architectural/structural plans
2. General specifications

ENERGY CODE REVIEW — an additional set of the following documents in addition to any documents required for disciplines listed above:

1. Complete architectural plans, site plan and general specifications
2. Design conditions (interior and exterior) consistent with local climate
3. Envelope design method, including supporting calculations and documentation
4. Complete Mechanical plans, specifications and equipment schedules
5. Complete Plumbing plans and specifications
6. Complete Electrical plans and specifications
7. Interior lighting design method, including supporting calculations and documentation
8. Lighting fixture and control schedules (building interiors and exteriors)

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**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

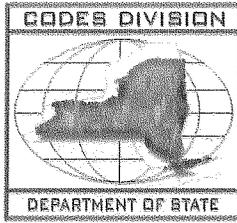
Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION ELEVEN

TECHNICAL BULLETIN "WORK WITHOUT A PERMIT"

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NEW YORK STATE DEPARTMENT OF STATE
Division of Code Enforcement and Administration

Phone : (518) 474-4073
www.dos.state.ny.us

Fax : (518) 486-4487
E-mail: info@dos.state.ny.us

TECHNICAL BULLETIN

Effective Date: January 1, 2003
Source Document: 19 NYCRR Parts 1220 through 1226 and 1240
Topic: Construction Without a Building Permit

This document is provided as general information for code enforcement officials, regarding construction work performed on buildings without the benefit of a building permit. The responsibility for compliance with applicable codes is that of the building owner. Universally, regardless of the local regulations for administration and enforcement, it is the owners responsibility to ensure the construction is in compliance with the applicable codes in effect at the time of construction. The following are questions and answers to illustrate the requirements and methods to "legalize" such construction.

When building construction without a building permit, is discovered, it is the responsibility of the code enforcement official to pursue the process of determining the compliance of the structure in accordance with the code in effect at the time of the construction. There should be a reasonable effort to determine the time of construction and the compliance of the building to the code in effect at that time. The owner should be able to provide construction drawings, dated contracts, receipts and similar documents, or other records indicating when the construction took place to establish the time of construction and the level of compliance. If the time of construction cannot be demonstrated to the satisfaction of the code enforcement official, it is reasonable to require compliance with the code in effect at the time of the "legalization" of the building construction, as it is presumed that a building permit will be required. Again, the owner has the right to request a variance.

A Certificate of Occupancy (CO) dated 2003, for a building permit issued under the previous code and completed after January 1, 2003; or for a building permit issued in 2003 for a building constructed at an earlier date without a permit; where the CO implies conformance with the new code in effect January 1, 2003.

The CO could provide the date on the building permit, if that date indicates the code under which the permit was issued. The CO could also clearly state the date of construction. Furthermore, a CO should not be issued unless the building substantially conforms to the code in effect at the time of construction.

An in-ground pool built in 1983, without a building permit.

Since the pool was installed before the January 1, 1984, the effective date of the Uniform Code, section 302.7.2.1 of the *Property Maintenance Code of New York State* (PMCNYS) is applicable. Although it may be prudent for the owner to install a pool enclosure which complies with the requirements of the *Residential Code of New York State* (RCNYS), Appendix G; PMCNYS section 302.7.2.1 states that "An approved enclosure, at least 4 feet in height, shall be provided around outdoor swimming pools, so that such pools are inaccessible to children. The enclosure may surround either the pool area or the property."

A residential building built without a permit in 1996, has a walkout basement with a wood-frame wall on the low side, instead of masonry as required. The code changed a few months later to permit the wood frame wall.

At the time of construction, the requirement was “masonry construction extending the full height of the basement or cellar walls.” The building as constructed does not comply with the code requirements in effect at the time of construction. In general, if compliance after the fact is unreasonable, the owner could apply for a variance to allow the existing construction to remain.

You ask regarding the availability of all the old versions of the codes. The Department of State Office of Administrative Rules is designated by the Secretary of State to maintain the historic records of official compilations of the series of the New York State Codes Rules and Regulations (NYCRR). Administrative Rules can provide certified copies for evidence in court. For your information, the Codes Division also maintains copies or can easily obtain copies of the following code documents:

- 1952 through 1981 State Building Construction Codes (SBCC)
- 1984 through 2002 (old) Uniform Fire Prevention and Building Code (9NYCRR)
- 2003 and amendments to (new) Uniform Fire Prevention and Building Code (19NYCRR)

Furthermore, the copies of various sections of the reference standard documents are retained in this office and copies of updated and outdated versions can be readily acquired.

You ask regarding the use of Appendix K of the building code and Appendix J of the residential code for these buildings constructed without a permit and which “do not legally exist.” Appendix K and Appendix J cannot be used to legalize these non-conforming buildings. *Building Code of New York State* (BCNYS) Appendix K, section K101.2, entitled “Intent”, states that the intent of these provisions is to encourage the continued use and reuse of legally existing buildings and structures ... Similarly, *Residential Code of New York State* (RCNYS) Appendix J, section J101.1, entitled “General”, states that the purpose of these provisions is to encourage the continued use or reuse of legally existing buildings and structures.

Ronald E. Piester, R.A., Director
Division of Code Enforcement and Administration



CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL

Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION TWELVE

STREET WORK PERMIT

- GO TO NEXT PAGE -



APPLICATION FOR STREET WORK PERMIT

Date of Application: _____

MINIMUM 72-HOURS NOTICE REQUIRED
MINIMUM 72-HOURS NOTICE FOR CRANE

Contractor: _____ Phone #: _____

Address: _____ Fax #: _____

Location of Work: _____

Proposed Start Date: _____ Proposed Completion Date _____

Description of Contractors operations in right-of-way: _____

Maintenance/Protection of Traffic	Type of Work		
<input type="checkbox"/> Lane Shift of Shoulder Restriction (maintain 2-Way Traffic)	Underground	On Ground	Above Ground
<input type="checkbox"/> One Lane, Two Way Traffic with Flaggers	<input type="checkbox"/> Gas	<input type="checkbox"/> Curb	<input type="checkbox"/> Pole Maintenance
<input type="checkbox"/> Road Closure (Detour Plan Required – Attach)	<input type="checkbox"/> Water *	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Tree Removal
<input type="checkbox"/> Sidewalk Closure	<input type="checkbox"/> Electric	<input type="checkbox"/> Pavement	<input type="checkbox"/> New Pole
<input type="checkbox"/> Parking Restriction	<input type="checkbox"/> Telephone	<input type="checkbox"/> Equipment	<input type="checkbox"/> Pole Relocation
	<input type="checkbox"/> Sewer *	<input type="checkbox"/> Scaffolds	Other
	<input type="checkbox"/> Signals	<input type="checkbox"/> Crane	<input type="checkbox"/> Contract
	<input type="checkbox"/> Conduit	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Miscellaneous
* Contractor Responsible to Notify Water Dept at [607] 772-7219 or Sewer Dept at [607] 772-7233 prior to the start of work			
Proposed Trench Backfill in Pavement	Proposed Excavation Dimensions in Pavement		
<input type="checkbox"/> Select Granular Fill	Length [Ft]	Width [Ft]	Depth [Ft]
<input type="checkbox"/> Control Low Strength Material [Flowable Fill]			
<input type="checkbox"/>	Square Footage (L x W) =		
<input type="checkbox"/>			

APPLICATION REVIEW BY CITY

Application Received: _____

Year Last Paved: _____ Within 5 Years (Y/N) _____ Year Last Reconstructed: _____ Within 10 Years (Y/N) _____

- Insurance: _____ On File _____ Not On File
- Performance Bond: _____ On File _____ Not On File
- Maintenance of Traffic: _____ Proposed Plan Acceptable _____ Revise As Noted _____ N/A
- Trench Backfill: _____ Proposed Fill Acceptable _____ Revise As Noted _____ N/A
- Overlay Required: _____ No _____ Yes From _____ To _____
- Addition Requirements/Restrictions: _____

Application Approved: _____

Application Denied: _____

By: _____

Date: _____



**CITY OF BINGHAMTON
OFFICE OF BUILDING CONSTRUCTION
BUILDING PERMIT TOOL**

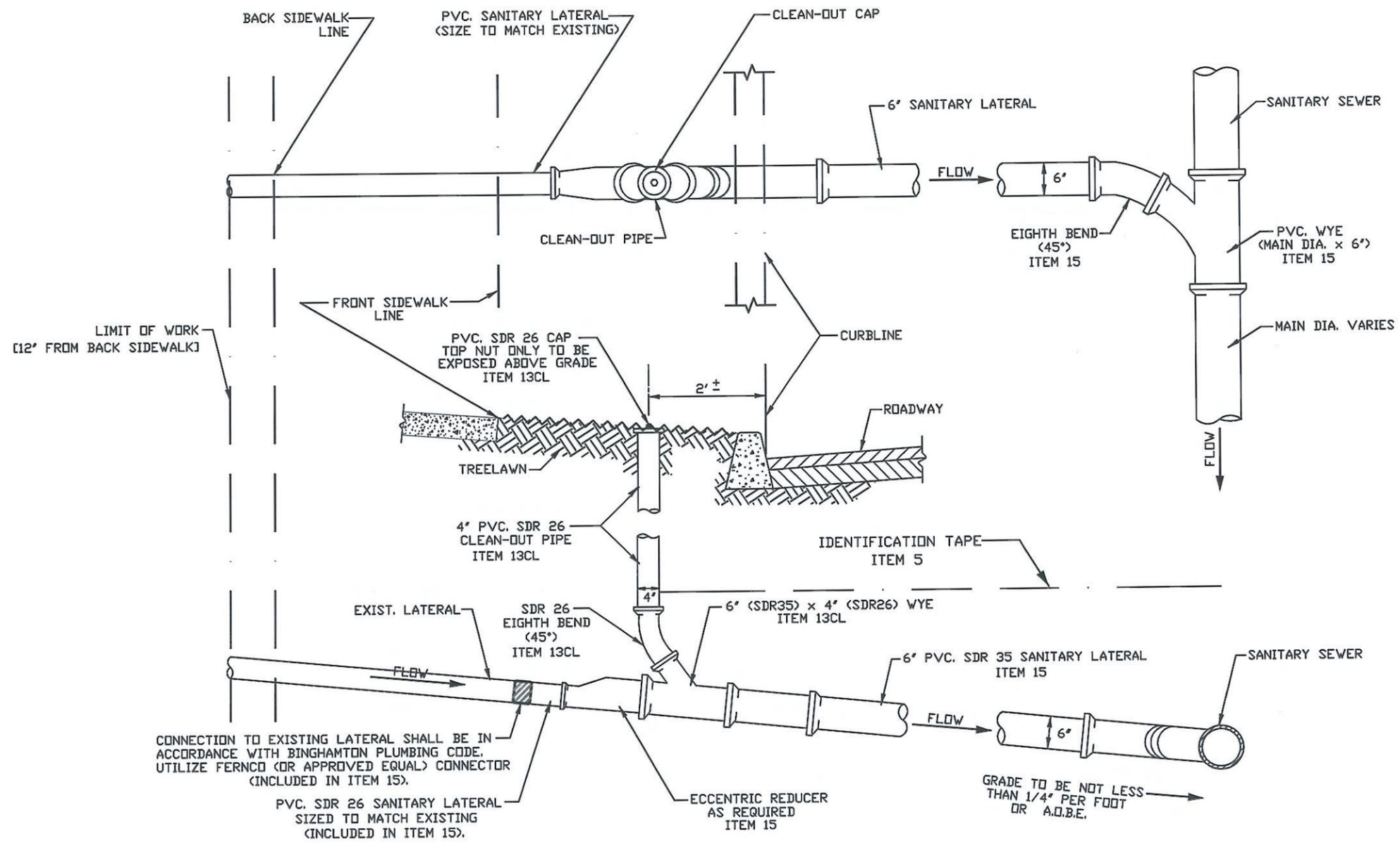
Richard David, Mayor

Thomas F. Costello, Supervisor of Building Construction

SECTION THIRTEEN

DESIGN DETAILS FOR WATER AND SEWER SERVICES

- GO TO NEXT PAGE -



TYPICAL SANITARY SEWER LATERAL & CLEAN-OUT DETAIL

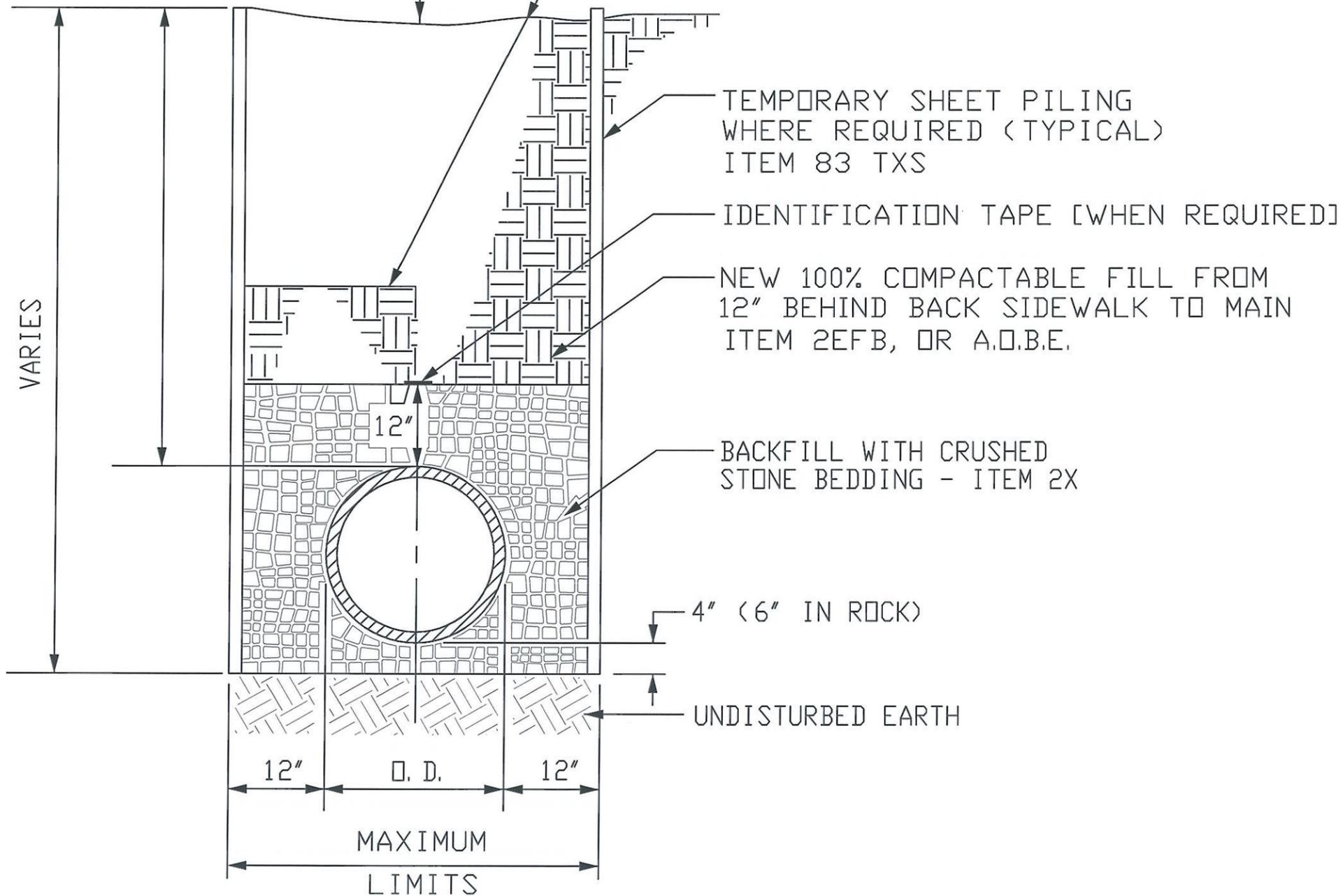
NOT TO SCALE

SANITARY SEWER LATERAL NOTES:

1. IN ACCORDANCE WITH CODE RULE 753, IT IS THE CONTRACTORS' RESPONSIBILITY TO LOCATE ALL EXISTING SANITARY SEWER LATERALS WHERE THE "TOLERANCE ZONE" OVERLAPS THE WORK AREA. CONTRACTOR SHALL ASSURE BY HAND DIGGING THAT THE TOP OF EACH LATERAL IS AT LEAST 18" BELOW THE LOWEST POINT OF HIS EXCAVATION. IF THIS IS NOT THE CASE, CONTRACTOR SHALL NOTIFY E.I.C. AND CONCRETE ENCASE OR REPLACE LATERAL A.O.B.E.
2. ANY EXISTING SANITARY SEWER LATERAL DAMAGED DUE TO CONTRACTOR NONCOMPLIANCE WITH CODE 753 OR THE PLANS AND SPECIFICATIONS SHALL BE REPLACED WITH PVC. PIPE FROM THE MAIN TO A POINT MIDWAY BETWEEN THE THE CURB AND SIDEWALK (OR A.O.B.E.), WHERE A NEW CLEAN-OUT SHALL BE INSTALLED. WORK SHALL BE DONE AT THE CONTRACTOR'S EXPENSE.
3. WHERE SEWER MAINS ARE BEING REPLACED BY THE CONTRACTOR, HE SHALL ASSURE THAT ALL LATERALS (UNLESS CLEARLY ABANDONED) ARE CONNECTED TO THE NEW SEWER. IF AT LEAST ONE ACTIVE LATERAL IS NOT FOUND AT EACH PROPERTY, CONTRACTOR SHALL NOTIFY ENGINEER AND PROCEED AS DIRECTED. CONTRACTOR SHALL DETERMINE IF LATERALS ARE ACTIVE BY OBSERVING VISIBLE FLOW.
4. 100% NEW COMPACTABLE FILL FROM 12" BEHIND SIDEWALK TO MAIN.

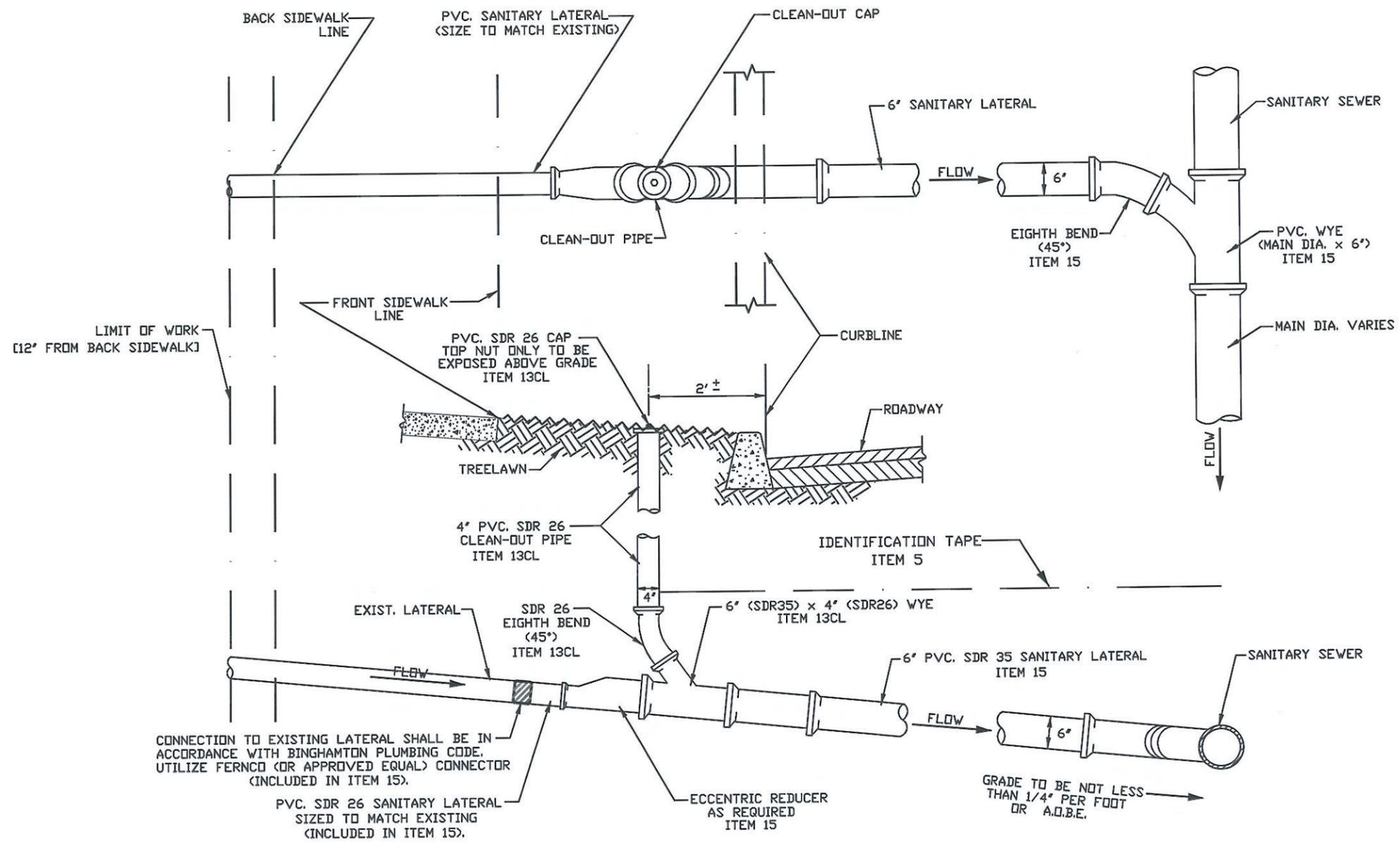
ITEM 5 - TRENCH EXCAVATION

IN UNPAVED AREAS, TOP LIMIT FOR NEW COMPACTABLE FILL SHALL BE 6" BELOW EXISTING GROUND. THE TOP 6" SHALL BE APPROVED TOPSOIL AND SEEDING [ITEMS 121A & 123]



DETAIL
EXCAVATION AND BACKFILL
FOR PIPES UNDER 24" DIA.
NOT UNDER PAVEMENT

NOT TO SCALE

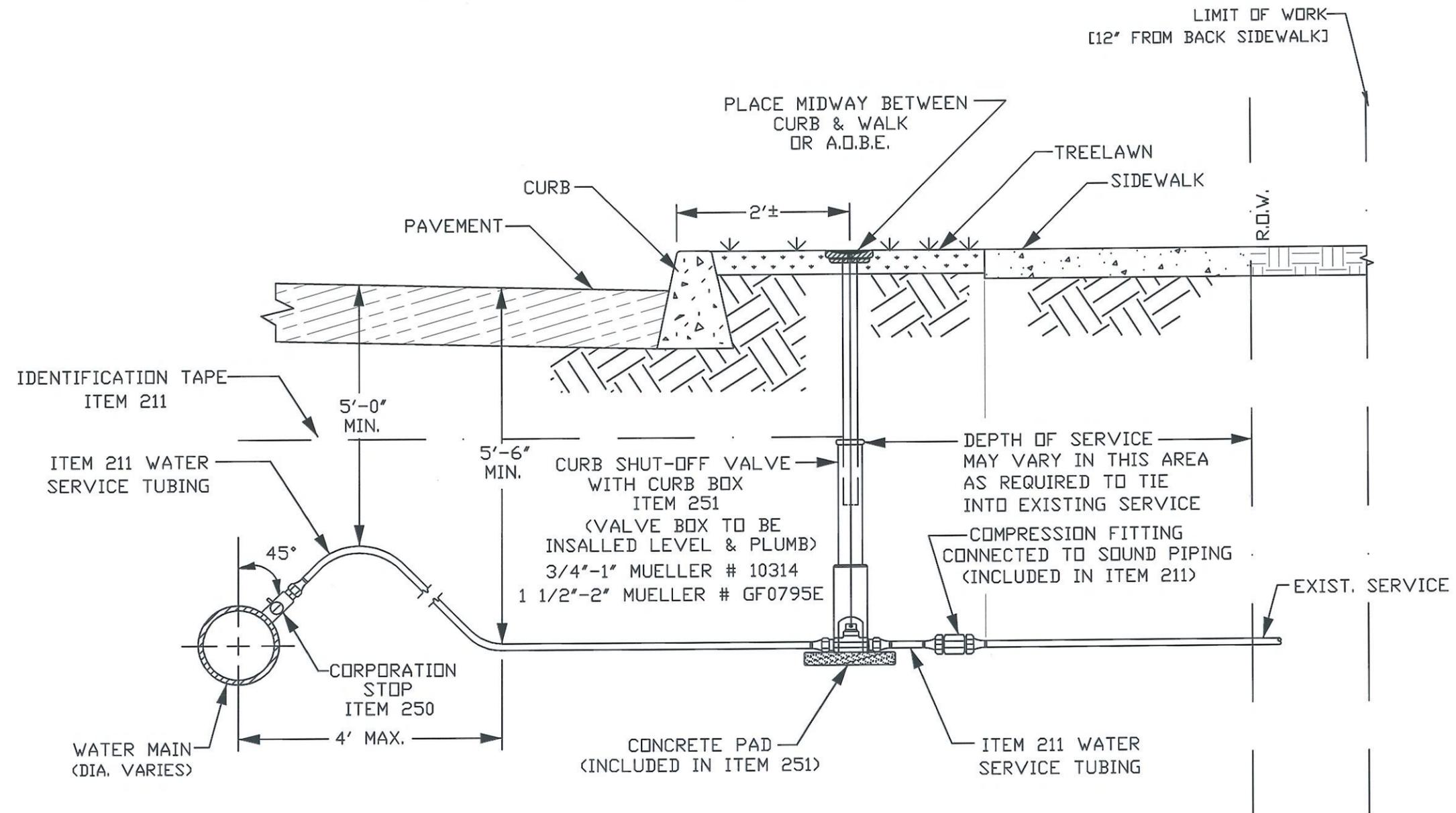


TYPICAL SANITARY SEWER LATERAL & CLEAN-OUT DETAIL

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WATER SERVICE DETAIL

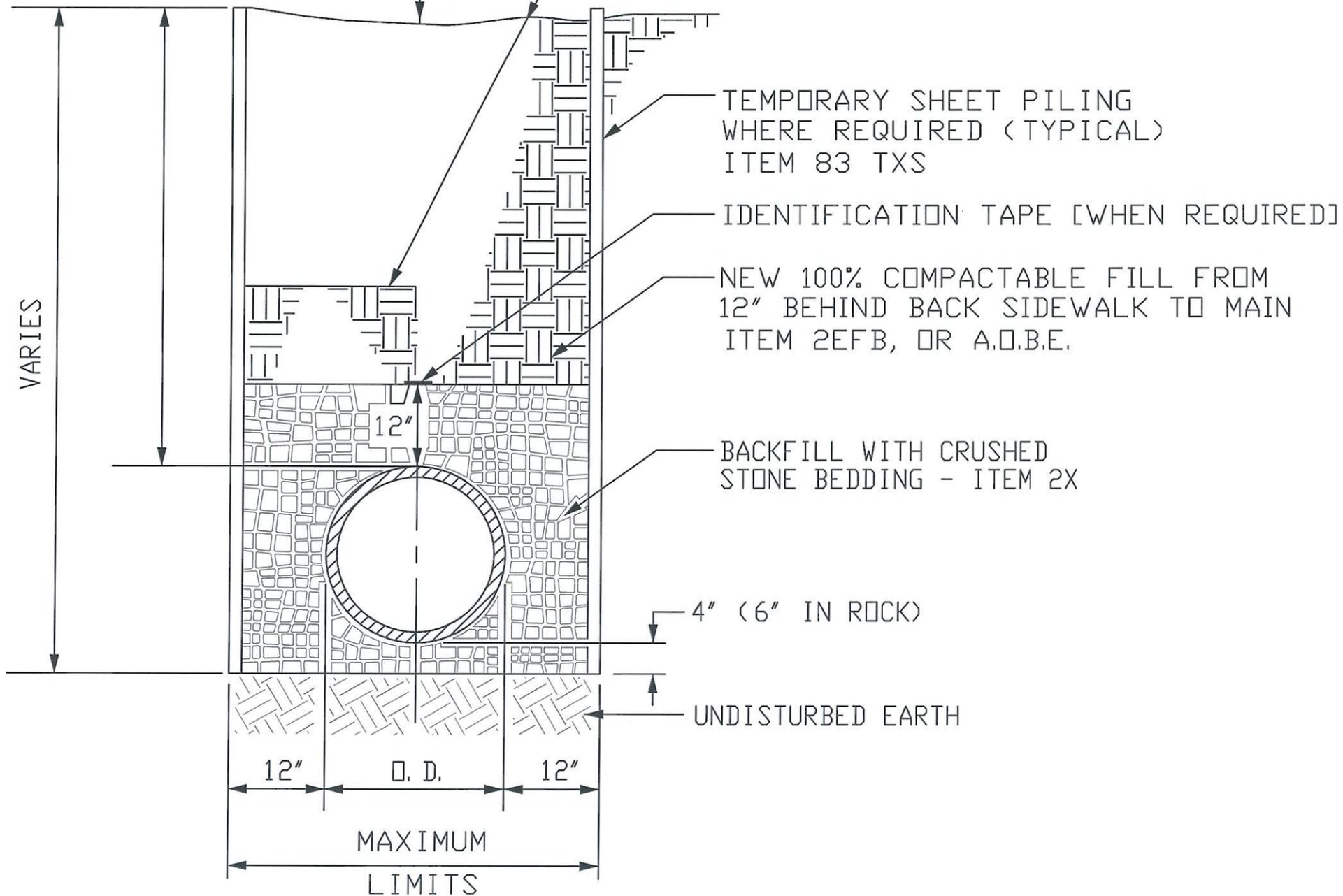
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WATER SERVICE NOTES:

1. CONTRACTOR SHALL COMPLY WITH ALL CURRENT CITY OF BINGHAMTON WATER DEPARTMENT POLICIES FOR RECONNECTION OF EXISTING WATER SERVICES.
2. WATER SERVICE EXCAVATION MAY NEED TO BE LEFT OPEN AND GUARDED, OR PLATED, UNTIL WATER METERS ARE CHECKED AND SERVICES TESTED UNDER PRESSURE BY THE WATER DEPARTMENT.
3. IF OTHER UTILITIES ARE ENCOUNTERED DURING THE INSTALLATION OF THE WATER SERVICE THAT WILL AFFECT THE MINIMUM COVER, THEN THE CONTRACTOR IS TO NOTIFY THE INSPECTOR. THE WATER SERVICE SHALL BE INSTALLED UNDER THE UTILITY TO MAINTAIN MINIMUM COVER UNLESS OTHERWISE AUTHORIZED BY ENGINEER.
4. 100% NEW COMPACTABLE FILL FROM 12" BEHIND SIDEWALK TO MAIN.

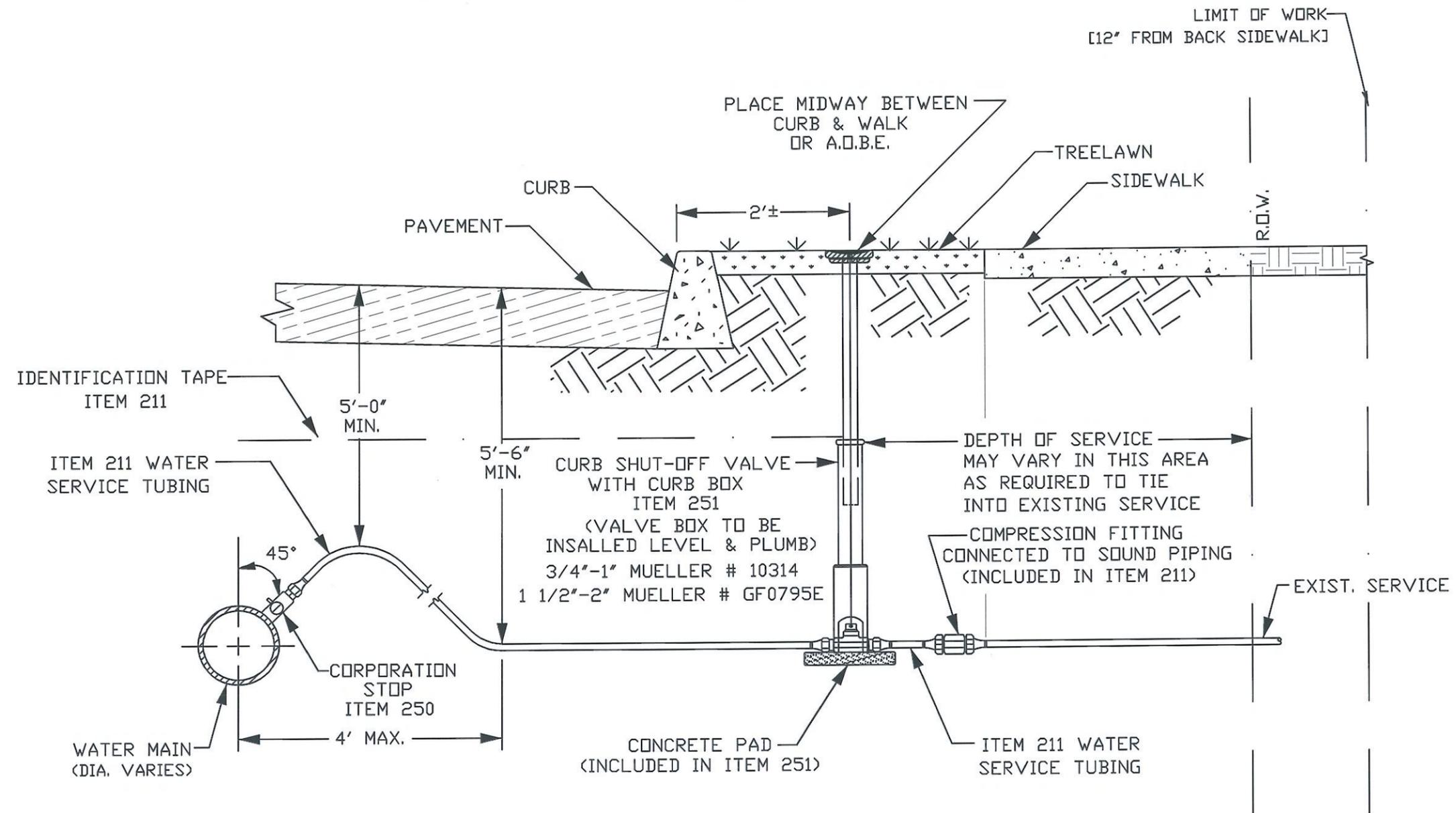
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DETAIL
EXCAVATION AND BACKFILL
FOR PIPES UNDER 24" DIA.
NOT UNDER PAVEMENT

NOT TO SCALE



WATER SERVICE DETAIL

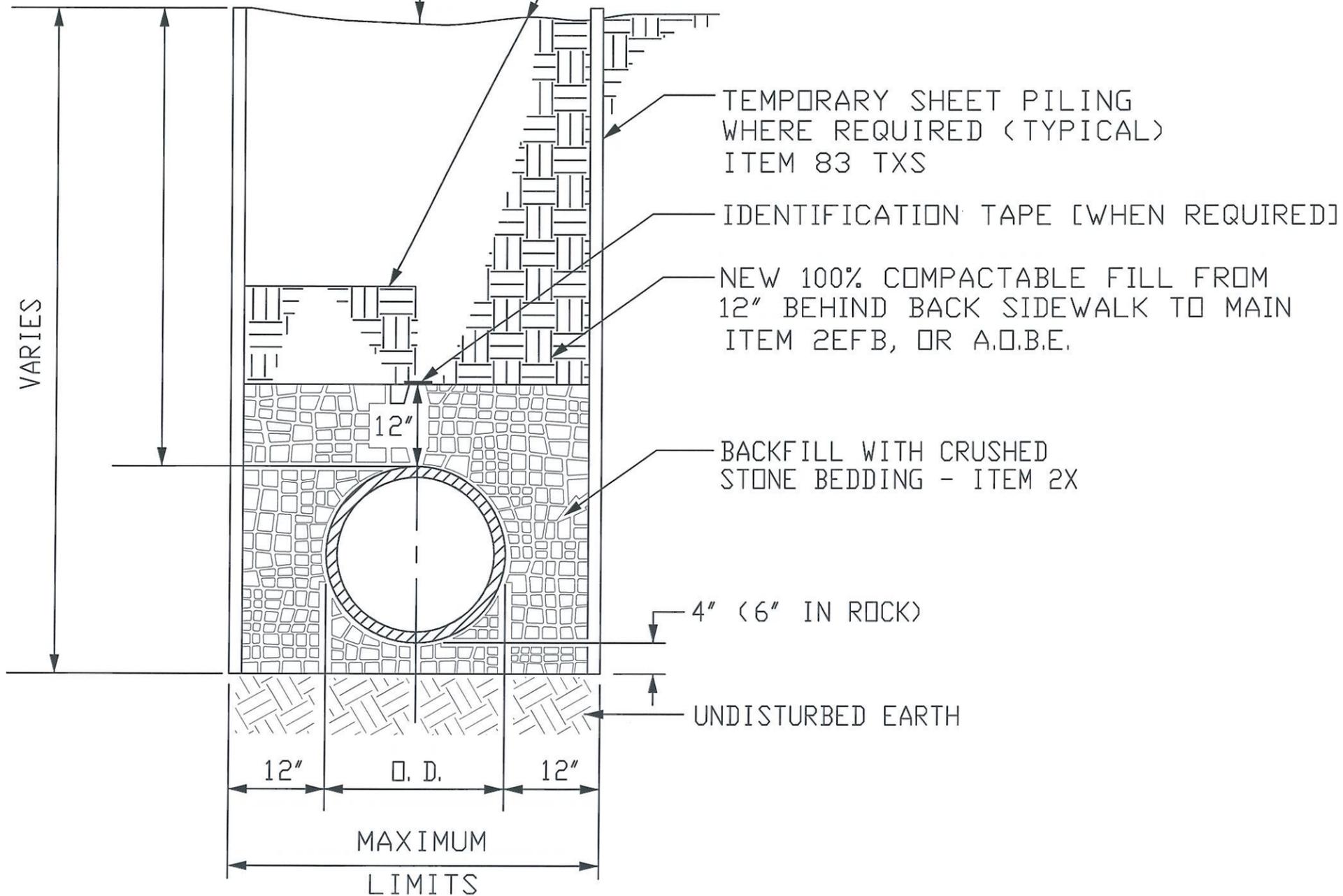
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