



Building Permit Application

Circle Type: Stick Built Addition Renovation Porch/Sunroom **Garage Shed/Pole Barn**

PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS

The work covered under this application may not be commenced before the issuance of a building permit.
This application must be completely filled out and submitted to the Code Enforcement Officer.

SURVEY:

- Applicant must **attach a survey (preferred) or a detailed sketch (to scale) showing the location of all buildings and structures on the parcel**, location and size of all proposed new construction, distances from lot lines, placement of the well and septic system. (See attached sample)

PLANS:

- This application must be accompanied by a **“detailed set of plans drawn to scale”** showing proposed construction including a complete set of specification. Plans and Specifications shall describe the nature of the work to be performed. The materials and equipment to be used and installed. Also, details of structural, mechanical, electrical and plumbing installations with computations included.
 - The following must have plans and specifications including a New York State Architect or Engineers Seal.
 - Construction of 1500 square feet or more
 - Construction costing \$20,000 or more
 - Commercial/Industrial construction
 - Insurance—Liability and work mans comp. must be submitted with application for self employed or sole proprietor wc-200 from is required for exemption from work mans comp.

SEPTIC SYSTEM:

- You must submit **“4 stamped copies”** of your deep hole & perk test including approved septic system design plans stamped by the “Oswego County Health Department.”

PERMIT LOCATION:

- Upon approval of this permit, the “permit poster” must be posted on site in a visible area assessable to the Code Enforcement Officer.
 - During the inspection points (shown on back of permit poster) the CEO will initial the inspection performed.

CERTIFICATE OF OCCUPANCY/COMPLIANCE:

- No building shall be occupied in whole or part for any purpose until a Certificate of Occupancy has been issued by the Code Enforcement Officer.

PERMIT LENGTH:

- This permit shall be effective for a period of one year from the date of issue. Upon request, two six month extensions may be given at a cost of \$75.00 per extension. However, if the permit expires then the “original full amount” must be paid.

AMENDMENTS DURING CONSTRUCTION:

- Amendments to the application or to the plans and specifications accompanying the same may be filed at any time prior to the completion of the work; subject to the approval of the Code Enforcement Officer.

Application shall be made by the owner, agent, architect, engineer, or builder employed in connection with the proposed work. If application is made by a person other than owner, it shall be accompanied by an affidavit of the owner that the application and proposed work is authorized by the owner and that the owner authorizes the applicant to permit the CEO to enter premises without a search warrant.

PLEASE BE CERTAIN OF THE ZONING REGULATIONS THAT ARE IN EFFECT FOR THE AREA YOU ARE PLANNING TO BUILD IN.
CONTRACTOR OR OWNER MUST CALL FOR INSPECTIONS AS NEEDED. A MINIMUM OF 24 HR. NOTICE IS NEEDED.

NOTE: IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT UNDERGROUND UTILITIES BEFORE
ANY TYPE OF EXCAVATING. DIG SAFELY 1-800-962-7962

Please KEEP this page for “informational” purposes

KEEP THIS SHEET FOR YOUR INFORMATION**DO NOT SUBMIT WITH APPLICATION FORM****A. Purpose**

In order to provide adequate open spaces for access of light and circulation of air, to facilitate the prevention and fighting of fires, to prevent undue concentration of population, and to lessen congestion on streets, no building or premises shall be erected, altered or used except in accordance with the standards set forth in this Section.

B. Density Control Schedule (Area and Bulk Schedule)

The attached schedule of density control regulations is hereby adopted and declared to be a part of this Ordinance and is herein after referred to as the "Density Control Schedule."

TOWN OF VOLNEY DENSITY CONTROL SCHEDULE AREA AND BULK SCHEDULE

ZONING DIST	RESIDENTIAL		NON-RESIDENTIAL		AVG NET RESIDENTIAL DENSITY PER ONE FAMILY	YARD DIMENSIONS			MAXIMUM LOT (Including Accessory Bldg)	MAX. BLDG HEIGHT	
	AREA PER FAMILY (ACRES)	WIDTH AT ROAD LINE	AREA	WIDTH AT RD LINE		10' if unattached accessory bldg				Stories	Feet
A	2* 1 acre if in a water dist.	150'	2 acre	150'	2 acre	Front 83'	Sides 20'	Rear 50'	20%	2 ½	35'
R-1	1*	150'	----	----	1 acre	83'	20'	50'	25%	2 ½	35'
R-2	½***	100'	----	----	½ acre	68'	12 ½'	25'	30%	2 ½	35'
B-1	NO DWELLINGS PERMITTED		½ ACRE	100'	----	From center of road					
I-1			1 ACRE	200'	----	35'	20'	20'	50%	3	40'
						50'	25'	50'	35%	3	40'

An acre is defined as 43,560 Sq Ft..... ½ acre is equal to 21,780 Sq Ft

* See Cluster Development regulations, Section VK

** For semi-detached residences only one 25 foot side yard required.

*** No permits will be issued for single family residential construction on lots of less than one acre unless public water and/or sewer is available. No permits will be issued for Commercial construction or townhouses, condominiums, or multi-family dwellings on lots of less than one acre unless both public water and sewers are available.

Setback shall be minimum yard dimensions measured from the roadway right of way and/or property line.

Town houses permitted in R-2.

Front shall be defined as, from edge of right of way
(Effective date February 10, 1994)

C. Corner Lots

Wherever a side or rear yard is adjacent to a street, the standards for front yard shall apply.



Please KEEP this page for "informational" purposes

Do Not Submit with Permit Application

ELECTRICAL INSPECTION INSTRUCTIONS

An inspection by a "Certified Electrical Inspector" must be completed prior to the installation of insulation and gypsum wallboard or covered by any building material. Below is a list of approved agencies providing this service.

- **MEC ELECTRIC – 342-1322**
- **MARK GREER – 564-7127**
- **ROBERT GROFF, JR. – 1-800-487-0535**
- **CHRIS EMMONS – 806-5281**
- **LARRY KINNE – 633-0027**
- **N.Y. BOARD OF FIRE UNDERWRITERS - 463-8552**
- **TIM BIRMHINGHAM: 964-1276**
- **RICHARD ZYJEWSKI - SYRACUSE 635-2373**

Inspection results "must be submitted" to the Code Enforcement Officer before a Certificate of Occupancy can be issued.

SEPTIC SYSTEM INSTRUCTIONS

Requirements are per New York State Department of Health Waste Treatment Handbook – Individual household systems.

A deep hole and percolation test must be performed. This must be done by a "New York State registered Engineer, Architect, Land Surveyor or other approved individual. Below is a partial list of individuals providing this service.

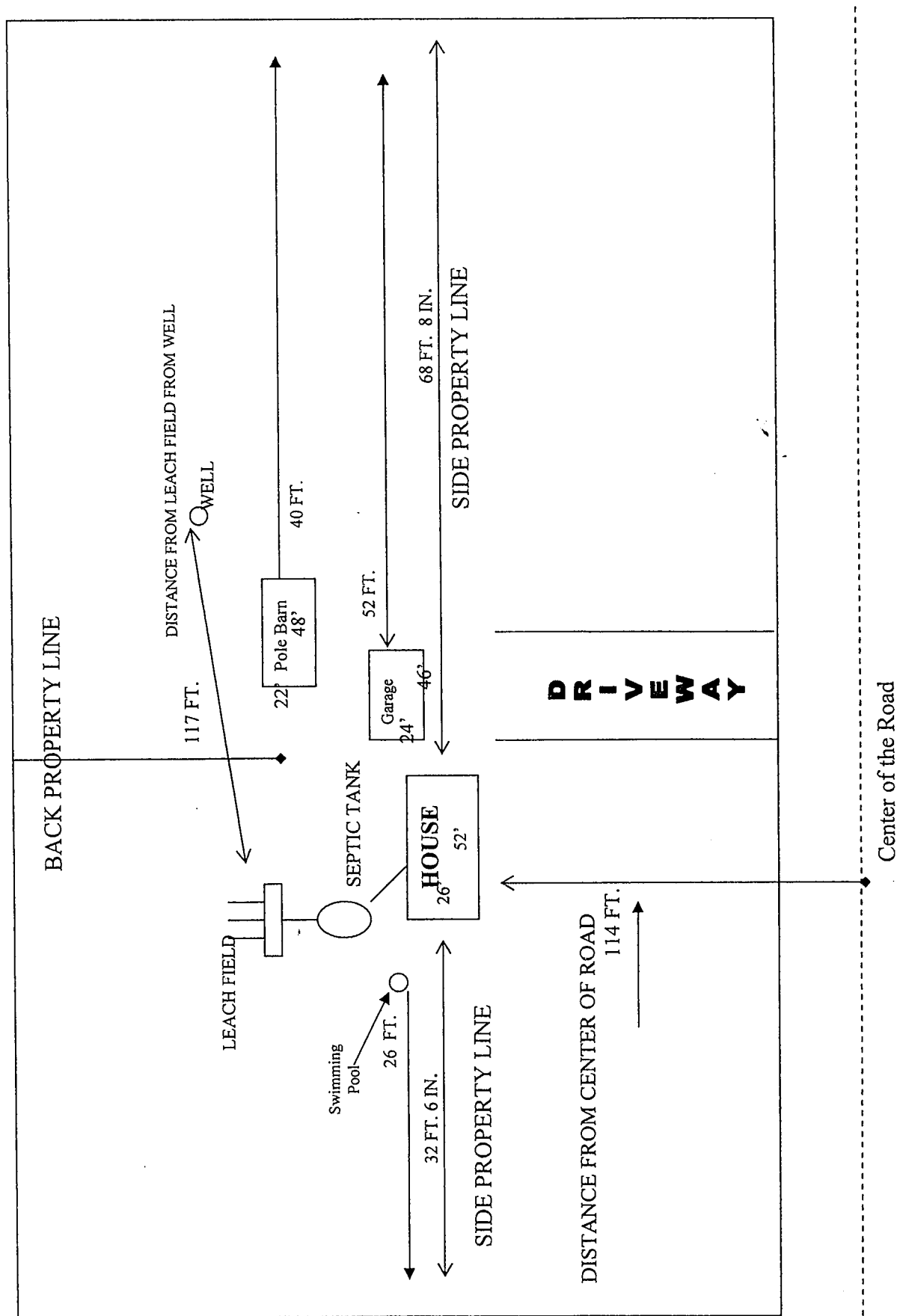
- | | |
|--------------------------------------|-----------------|
| • RUSSELL GETMAN | 564-5790 |
| • JOSEPH MASTROLANNI | 278-0261 |
| • BRENDAN McELLIGOTT | 426-0978 |
| • DOUG LEHR | 451-3333 |
| • ROBERT WOOD L.S. & P.E. | 342-0093 |
| • JOHN ERKAN, P.E. | 342-4852 |
| • JAMES BURKE | 506-5242 |
| • PETE REILMAN | 685-1964 |
| • RICHARD SCHOECK | 675-3690 |

Test results along with system design plans (Approved by the Oswego Co. Health Dept.) must be submitted before construction on the system begins. Final Inspection of the system must be done before the system is back-filled, by either the engineer who designed the system or the Building Inspector.

Please KEEP this page for "informational" purposes

EXAMPLE OF SKETCH DRAWING NEEDED

(MUST BE DRAWN TO SCALE)



Do Not Submit with Permit Application

Energy Code Compliance Certificate

N1101.9 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall not cover or obstruct visibility of the circuit directory label, service disconnect label or other required labels.

The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; U-factors for fenestration. Where there is more than one value for each component, the certificate shall list the value covering the largest area.

The certificate shall list the type and efficiency of heating, cooling and service water heating equipment. Where a gas fired unvented room heater, electric furnace, and/or baseboard electric heater is installed in the residence, the certificate shall list "gas fired unvented room heater", "electric furnace", or "baseboard electric heater" as appropriate. An efficiency shall not be listed for gas fired unvented room heaters, electric furnaces, or electric baseboard heaters.



APPLICATION FOR BUILDING PERMIT
Circle Type: Stick Built Addition Renovation Porch/Sunroom
Garage Shed/Pole Barn

(This upper section for office use only)

DATE SUBMITTED: _____ PERMIT # _____

TAX MAP # _____

DATE APPROVED: _____ APPROVED BY: _____

DATE DENIED: _____ REASON: _____

FEE: \$ _____ ZONING DIST: _____

Non Building Permit Fee: \$ _____

Application is hereby made to the Code Enforcement Officer for the issuance of a building permit pursuant to all applicable codes, ordinances, and laws regulating the government erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and change in the nature of the occupancy of any building or structure within the boundaries of the Town of Volney, at the below listed location.

ADDRESS OF PROPERTY: _____

PROPERTY OWNER: _____ **PHONE:** _____

MAILING ADDRESS: _____

NATURE OF WORK:

DESCRIBE PROPOSED USE AND SIZE OF THE NATURE OF WORK CIRCLED ABOVE:

ESTIMATED VALUE OF ALL WORK, MATERIALS AND LABOR FOR PROPOSED PROJECT:

\$ _____

The below signed applicant has read the instructions for application for the building permit and the instructions contained therein, and to the best of his/her knowledge the information given and accompanying this application for a building permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations, that all statements contained on this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in plans and specification filed therewith.

PRINT NAME & DATE

SIGNATURE OF APPLICANT



ALL APPLICANTS:

TOTAL ACRES: _____ WIDTH AT THE ROAD: _____ DEPTH OF PROPERTY: _____

DESCRIBE ALL STRUCTURES ON THE PROPERTY: _____

FOR NEW CONSTRUCTION OF HOMES AND ADDITIONS:

TYPE OF HEAT: NATURAL GAS: _____ PROPANE: _____ FUEL OIL: _____ ELECT: _____

SEPTIC TYPE: DESIGNED: _____ STANDARD: _____ TANK SIZE: _____

ELECTRIC: SERVICE SIZE: _____ (Above ground or underground) BREAKERS: _____ OR FUSES: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____ NUMBER OF FLOORS: _____
.....

ALL APPLICANTS:

DISTANCE FROM STRUCTURE TO SIDE PROPERTY LINES: _____

DISTANCE FROM STRUCTURE TO EDGE OF HIGHWAY RIGHT OF WAY OR FROM CENTER OF THE HIGHWAY: (INFORM WHICH YOU ARE GOING WITH) _____

DISTANCE FROM STRUCTURE TO BACK OF PROPERTY LINE: _____

ARE THERE ANY EASEMENTS ON THE PROPERTY: _____



CONTRACTOR INFORMATION FORM
(MUST BE FILLED OUT)

TYPE OF CONTRACTOR: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____

CONTACT PERSON: _____

PROOF OF WORKERS COMPENSATION CERTIFICATE: **MUST FAX OR BRING IN WITH APPLICATION**

PROOF OF LIABILITY POLICY: **MUST FAX OR BRING IN WITH APPLICATION**

POLICY EXPIRATION DATE: _____

INSTALLER'S LICENSE CERTIFICATE: _____

NAME OF ELECTRICAL CONTRACTOR: _____

NAME OF ELECTRICAL INSPECTION AGENCY: _____

NAME OF PLUMBING CONTRACTOR: _____

ALL SHEETS TO PACKET MUST BE "COMPLETED IN FULL" BEFORE PERMIT CAN BE ISSUED.

FAILURE TO DO SO MAY CAUSE A DELAY IN THE ISSUANCE OF THE PERMIT.



TOWN OF

VOLNEY

1445 County Route # 6, Fulton, NY 13069

Department of Code Enforcement

Phone (315) 598-3803

Fax (315) 598-3803

NOTICE OF UTILIZATION OF:

**TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION
AND/OR TIMBER CONSTRUCTION**

Tax Map # _____

Owner of Property: _____

Address of Property: _____

Please take notice that the (check applicable line):

_____ new structure

_____ addition to existing residential structure

_____ rehabilitation to existing residential structure

to be constructed or performed at the subject property reference above will
utilize (check each applicable line):

_____ truss type construction (TT)

_____ pre-engineered wood construction (PW)

_____ timber construction (TC)

in the following location(s) (check applicable line):

_____ floor framing, including girders and beams (F)

_____ roof framing (R)

_____ floor framing and roof framing (FR)

Date

Signature of Applicant

Print Name of Applicant

Owner or Representative

New York State Residential Building Energy Standards Certificate

This certificate is for projects with permits applied for after Jan. 1, 2008.

Property Address (Street, Town, ZIP Code) _____

Electric Utility serving this address _____

Construction START Date _____

Construction FINISH Date _____

Units _____

Stories _____

Conditioned Sq. Ft. _____

Bedrooms _____

Project Description

- ☐ Single Family
☐ Multifamily
☐ Addition
☐ Log Home

Foundation Type

- ☐ Basement
☐ Slab on Grade
☐ Crawl Space

R-____ Basement/Crawl Space Walls

____' Depth of Basement Insulation (ft)

U-____ Basemt Windows ☐ NFRC ☐ Default

R-____ Under Slab

R-____ Floors over Unheated Spaces

R-____ Sloped Ceilings

R-____ Perimeter Slab Edge

R-____ Above-Grade Walls

R-____ Flat Ceilings

U-____ Windows ☐ NFRC ☐ Default

U-____ Doors ☐ NFRC ☐ Default

U-____ Skylights ☐ NFRC ☐ Default

Note: NFRC means the U-factor found on the manufacturer's label. Default values are used if the product is missing a manufacturer's label. In this case, Default U-factor shall be determined in accordance with Table 102.1.3(1) of the 2007 NYS ECCC.

Space Heating Fuel: ☐ Oil ☐ Kerosene ☐ LP Gas ☐ Natural Gas ☐ Wood
☐ Electric ☐ Heat Pump ☐ Solar ☐ Other

Space Heating System: ☐ Boiler ☐ Furnace ☐ Space Heater ☐ Stove ☐ Other
☐ Electric Resistance ☐ Heat Pump

Primary Heating System Efficiency: _____% ☐ AFUE ☐ HSPF

Central Air Conditioning Efficiency: _____% ☐ SEER ☐ COP ☐ N/A

Water Heating Fuel: ☐ Oil ☐ Kerosene ☐ LP Gas ☐ Natural Gas ☐ Wood
☐ Electric Resistance ☐ Heat Pump ☐ Solar ☐ Other

Water Heating System: ☐ Stand-Alone Tank ☐ Indirect-Fired Tank ☐ On Demand ☐ Tankless Coil ☐ Other

Primary Hot Water System Efficiency: _____% Energy Factor

Ventilation System: ☐ Exhaust ☐ Supply ☐ Balanced

Ventilation Air Flow: _____% ☐ Rated ☐ Measured

OTHER ENERGY FEATURES: _____

Code-Compliance Method Used:

- ☐ Software (see: www.energycodes.gov for New York REScheck Version)
☐ Worksheet (see: Department of State website at www.dos.state.ny.us)
☐ Book (see: Chapter 4 of the 2007 NYS ECCC)

☐ NY REScheck Software Maximum UA: _____ Your UA: _____
☐ Home Energy Rating Rating Score: _____
Rated by: _____

Note: For further instructions on Code Compliance Methods, see the Department of State Energy Code website at www.dos.state.ny.us/code/energycode/overview.htm. Compliance paths are codified in the 2007 NYS ECCC, Section 101.5.

I certify to _____ (Owner) that the above information is correct and that the premises listed HAVE been constructed in accordance with the NYS Energy Conservation Construction code.

Signature _____

Company Name _____

Print Name _____

Phone Number _____

Date _____

See 2007 NYS ECCC, Chapter 4 Section 401.3 for visibility and placement requirements for this certificate.

PLEASE MARK ON THE MAP
THE
LOCATION OF THE PROPERTY

