

# Village of East Syracuse

## Building Department

204 N. Center Street  
E. Syracuse, NY 13057

Phone (315) 437-3541  
Fax (315) 463-2150

### APPLICATION FOR A BUILDING PERMIT

Application is hereby made to the Code Enforcement Department for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for work herein described. The applicant agrees to comply with all laws, ordinances, regulations and revisions of the municipality in which the Permit is requested. **No work may be commenced prior to the issuance of a Building Permit.**

### PART 1 GENERAL INFORMATION

#### 1. Project Location and Information

Number and Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Presently Zoned: \_\_\_\_\_

Current Use of Property/Building: \_\_\_\_\_

Proposed Use of the Property/Building: \_\_\_\_\_

#### 2. Owner Identification

Owners Name: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### 3. Type of Construction or Improvement (circle)

email: \_\_\_\_\_

New Building – Proposed Use Is \_\_\_\_\_

Conversion – Current Use Is \_\_\_\_\_ Proposed Use Is \_\_\_\_\_

Addition       Alteration       Repair/Replacement       Relocation

Misc. Structure or Equipment (Accessory Bldg)     Pool

#### 4. Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Estimated Project Cost: \$70.00 Application fee due at time of submitting application plus additional fee of \$6.00 per \$1,000 construction costs (ex: \$5,000 project/\$1,000= 5 x \$6.00 = \$30.00+\$70.00 = \$100.00).**

Contractors Estimate for the work to be performed (Dollar Amount): \_\_\_\_\_

If the work is to be performed by the homeowner (Dollar Amount): \_\_\_\_\_

**CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipt Number: \_\_\_\_\_ Amount: \_\_\_\_\_

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**PART 2: DESIGNERS AND CONTRACTORS**

**1. Architect/Engineer:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**2. General Contractor:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**3. Electrical Contractor:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**4. Plumbing Contractor:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**5. Mechanical Contractor:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

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**PART 3: PROJECT LOCATION AND DETAILS**

An original stamped/signed set of plans and **THREE** copies along with a current survey and a complete set of specifications must be made a part of this application. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical and plumbing installation. One set of plans will be returned and shall be posted conspicuously on the job site. The plans must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. Addition will be used as:  Family Room  Living Room  Kitchen  Den  
 Bedroom  Full Bath  Half Bath  Other \_\_\_\_\_
7. Basement:  Full  Partial  Pier  Slab
8. Garage:  Attached  Detached Utilities:  Electric  Gas  Other
9. Deck/Porch:  Open  Covered  Enclosed  Screened  Other

## APPLICATION FOR A BUILDING PERMIT (pg. 3)

### Important Notices: Read Before Signing

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Zoning Ordinance of the Village of East Syracuse, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at **437-3541** (Mon. thru Fri. 8 AM to 4 PM) **at least 48 hours** before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE REPRESENTATIVES TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTIONS(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).** All electrical work is to be inspected by a third party electrical inspector who is certified to conduct electrical inspections. All plumbing and sanitary systems are to be inspected by the Onondaga County Department of Water Environment Protection.
4. After the completion of all work, a **Final Inspection** will be conducted. If all work has been completed to submitted plans along with all applicable laws and ordinances, a Certificate of Compliance/Occupancy will be issued.
5. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
6. This permit does not include any privilege of encroachment in, over, under, or upon any village, county or state street or right-of-way.
7. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.
8. **Prior to a Permit being issued the following Insurance Certificates must be submitted;**
  - a. **Contract Liability Insurance**
  - b. **Compensation Insurance – form C-105.2 or U-26.3 or SI-12 or WC/DB-100**
  - c. **Disability Insurance – form DB-120.1 or DB-155 or WC/DB-100**

**APPLICATION FOR A BUILDING PERMIT (pg. 4)**

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Call For Inspections:**

	<b>Date Called</b>	<b>Date Inspected</b>
1. Footing before pouring concrete.	_____	_____
2. Framing before enclosing.	_____	_____
3. Plumbing before enclosing.	_____	_____
4. Insulation inspection.	_____	_____
5. Footing before backfill.	_____	_____
6. Electrical before enclosing.	_____	_____
7. HVAC before enclosing.	_____	_____
8. Final Inspection.	_____	_____