

**ZONING & BUILDING PERMIT
APPLICATION INSTRUCTIONS
TOWN OF POMPEY**

APPLICATION: A complete application includes completing the attached application form and submitting additional documents applicable to your application including site plan, construction plans, septic system approval by Onondaga County Health Department, driveway permit and fees. Any and all projects can, at the discretion of the Code Enforcement Officer, be required to have stamped plans signed by a licensed professional.

SITE PLAN: The site plan must show the location of the proposed construction in relationship to property lines, right of way lines and other structures on the same lot.

CONSTRUCTION PLANS: Complete building plans with sufficient detail to review the plans for compliance with the New York State Uniform Fire Protection and Building Code. Plans must be stamped and signed by a licensed professional unless the work meets one of the following exceptions:

- Alterations to any building or structure costing \$10,000 or less which do not involve changes affecting the structural safety or public safety thereof; or
- New residential buildings of 1200 square feet or less, excluding attics, garages or non-occupied basements or cellars; or
- Any habitable space (living and sleeping areas) require adherence to the energy and property lite sections of the NYS Building Code.
- Farm buildings including barns, sheds, poultry houses and other buildings used directly **and solely for agricultural purposes.**

WATER AND SEWER SYSTEMS: Private septic systems must be approved by Onondaga County Health Department. Permit must be issued **BEFORE** a building permit can be issued. New water wells may only be drilled by licensed well driller and pumps installed by licensed well driller or pump installer.

DRIVEWAY PERMIT: Driveway permits must be obtained before a building permit may be issued. On a Town highway contact the Highway Superintendent at (315) 682-9544. On a County highway contact Mr. Jim Stelter at the Department of Transportation at (315) 435-3176. On a State highway contact Kelly Billion at (315) 458-1910.

FEE SCHEDULE: Building Permit Fees are based on the value of the proposed construction or alteration. The fee includes the **TOTAL VALUE** of labor and materials. A fee schedule is included on the back or attached.

INSPECTIONS: Applicant is required to obtain an inspection and approval from the Code Enforcement Office prior to concealing any work. Inspections may be scheduled Monday-Friday between 8:30 a.m. and 4 p.m. Building Permits expire one year from the date of issuance.

CERTIFICATE OF OCCUPANCY: A Certificate of Occupancy or Certificate of Compliance will not be issued until work is complete. A final inspection must be scheduled with the Building Department. All work must be completed in accordance with the plans and the Building Code requirements.

ELECTRICAL & PLUMBING INSPECTIONS ARE REQUIRED. THEY ARE THE RESPONSIBILITY OF THE APPLICANT. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL THESE ARE DONE. THE FINAL CERTIFICATE OF ELECTRICAL INSPECTION MUST BE FILED WITH BUILDING OFFICE BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

TOWN OF POMPEY

APPLICATION FOR ZONING AND BUILDING PERMIT

FOR TOWN USE ONLY

Permit No. _____

Date Submitted _____

Tax Map No. _____

Occupancy _____

Date Approved _____

Zoning District _____

Construction _____

Date Denied _____

Permit Fee \$ _____

Z.B.A. _____

Sub-Division _____

Approved By _____

PRINT IN INK OR TYPE CLEARLY AND FILL IN ALL PLACES THAT APPLY

Application is hereby made to the Code Enforcement Officer for the issuance of a Zoning and Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion, and/or change in the nature of the occupancy of any building of structure within the boundaries of the Town of Pompey.

1. Name of Property Owner _____

Address: _____ Zip: _____

Home Phone: _____ Daytime Phone: _____ Other: _____

2. Address of Property: _____

Tax Map Number: _____

3. Name of Applicant for Permit: _____

Address: _____ Zip: _____

Home Phone: _____ Daytime Phone: _____ Other: _____

4. Architect or Engineer of Record: _____

Address: _____ Zip: _____

Daytime Phone: _____

5. General Contractor/Construction Manager: _____

(IF OWNER doing *all* work under this Permit Application check here)

Address: _____ Zip: _____

Phone: _____ Cell Phone or Other: _____

(Contractor to attach a copy of worker's compensation and disability insurance or NYS exemption certificate.)

6. NATURE OF WORK.

(check all that apply):

- New structure Addition Alteration/Repair Deck/Patio
- Sign Fireplace/Stove Move Building Shed
- Fence/wall Chimney Swimming Pool/Hot Tub Pole Barn
- Manufactured Home (Separate form) Demolition Permit (separate form)
- Conversion of seasonal residence to year round residence
- All others _____

7. PROPOSED CONSTRUCTION.

Residential Information

New Construction: total square feet of project: _____; Measurements _____

Square Footage of First Floor _____; Square Footage of Second Floor _____

Existing dwelling: total square feet of project: _____; Measurements _____

Square Footage of First Floor _____; Square Footage of Second Floor _____

Sheds: total square feet of project: _____

Decks/Patio: total square feet of project: _____

Commercial Information

Total square feet of project: _____

8. DESCRIPTION OF PROJECT.

Set forth a narrative description of the proposed project. Describe **in detail** the work to be done and/or the proposed use, including use and size of all items checked in number 6 above. If the space allowed is insufficient, attach addendum sheets as may be necessary:

9. ZONING INFORMATION.

a) Area of lot _____ (Acre = 43,560 square feet)

b) Setbacks: Principal: Front: _____ Rear: _____ Left: _____ Right: _____

 Secondary/Accessory: Front: _____ Rear: _____ Left: _____ Right: _____

c) Building height from average grade to highest point of roof: _____

d) Is property located in Flood Zone? Yes No

e) Are there any easements on the property? Yes No

f) Are there any wetlands on the property? Yes No

10. OTHER.

- A. The applicant shall notify the Codes Enforcement Office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the laws of the Town of Pompey, New York and NYS Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the ordinances of the Town of Pompey, the NYS Uniform Fire Prevention and Building Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire 12 months from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy) whichever comes first. Building permit may be renewed at C.E.O. approval.
- D. Building plans/survey/site plan required - stamped plans \$20,000 construction value or 1500 sq. ft.
- E. **Survey as Built** — For any area variances or special permits you will be required to have a as built survey for a foundation before any other construction can commence.
- F. Septic permit if required issued through Onondaga County Health Department
- G. Electrical inspections to be done by certified contractors approved by local electrical supply company.

CERTIFICATION.

The undersigned hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this application is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

State of _____ County of _____

Notarized Signature of Record Owner: _____ Date: _____

(Print/Type Name)

Signature of Applicant. (*if different*): _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public _____

SEAL

NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE

I certify that the plans and specifications submitted with the application for Building/Land Use or Special Permit in the Town of Pompey by:
_____, a licensed professional.

Said plans are: _____ in compliance with the NYS Energy Construction Code.
_____ exempt from the following sections of the Code:

DATE: _____

Signature: _____

Name of Applicant _____

Job Site _____

For one-family residential units, the plans and specifications should include but not be limited to the following:

1. Heating degree days
2. U-Value for roof, opaque walls, windows, doors, floors, above-grade and below-grade basement walls as appropriate
3. Description of materials to be used in building envelope construction
4. Specifications that windows shall meet infiltration requirements
5. Fireplace design, if applicable
6. Specification that heating equipment shall meet applicable energy efficient standards
7. Specification that the thermostat be capable of meeting that minimum required range
8. Specification that water heater shall meet energy efficient requirements

SPECIFICATIONS AND DESCRIPTIONS OF MATERIALS

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

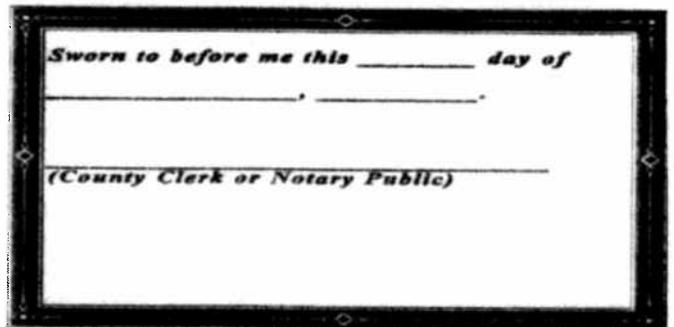
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

FEE SCHEDULE

| <i>Value not</i>
<u>Exceeding</u> Permit Fee |
|--|--|--|--|
| 2,000 | 25.00 | 51,000 | 194.00 |
| 3,000 | 29.00 | 52,000 | 196.00 |
| 4,000 | 33.00 | 53,000 | 198.00 |
| 5,000 | 37.00 | 54,000 | 200.00 |
| 6,000 | 41.00 | 55,000 | 202.00 |
| 7,000 | 45.00 | 56,000 | 204.00 |
| 8,000 | 49.00 | 57,000 | 206.00 |
| 9,000 | 53.00 | 58,000 | 208.00 |
| 10,000 | 57.00 | 59,000 | 210.00 |
| 11,000 | 61.00 | 60,000 | 212.00 |
| 12,000 | 65.00 | 61,000 | 214.00 |
| 13,000 | 69.00 | 62,000 | 216.00 |
| 14,000 | 73.00 | 63,000 | 218.00 |
| 15,000 | 77.00 | 64,000 | 220.00 |
| 16,000 | 81.00 | 65,000 | 222.00 |
| 17,000 | 85.00 | 66,000 | 224.00 |
| 18,000 | 89.00 | 67,000 | 226.00 |
| 19,000 | 93.00 | 68,000 | 228.00 |
| 20,000 | 97.00 | 69,000 | 230.00 |
| 21,000 | 101.00 | 70,000 | 232.00 |
| 22,000 | 105.00 | 71,000 | 234.00 |
| 23,000 | 109.00 | 72,000 | 236.00 |
| 24,000 | 113.00 | 73,000 | 238.00 |
| 25,000 | 117.00 | 74,000 | 240.00 |
| 26,000 | 120.00 | 75,000 | 242.00 |
| 27,000 | 123.00 | 76,000 | 244.00 |
| 28,000 | 126.00 | 77,000 | 246.00 |
| 29,000 | 129.00 | 78,000 | 248.00 |
| 30,000 | 132.00 | 79,000 | 250.00 |
| 31,000 | 135.00 | 80,000 | 252.00 |
| 32,000 | 138.00 | 81,000 | 254.00 |
| 33,000 | 141.00 | 82,000 | 256.00 |
| 34,000 | 144.00 | 83,000 | 258.00 |
| 35,000 | 147.00 | 84,000 | 260.00 |
| 36,000 | 150.00 | 85,000 | 262.00 |
| 37,000 | 153.00 | 86,000 | 264.00 |
| 38,000 | 156.00 | 87,000 | 266.00 |
| 39,000 | 159.00 | 88,000 | 268.00 |
| 40,000 | 162.00 | 89,000 | 270.00 |
| 41,000 | 165.00 | 90,000 | 272.00 |
| 42,000 | 168.00 | 91,000 | 274.00 |
| 43,000 | 171.00 | 92,000 | 276.00 |
| 44,000 | 174.00 | 93,000 | 278.00 |
| 45,000 | 177.00 | 94,000 | 280.00 |
| 46,000 | 180.00 | 95,000 | 282.00 |
| 47,000 | 183.00 | 96,000 | 284.00 |
| 48,000 | 186.00 | 97,000 | 286.00 |
| 49,000 | 189.00 | 98,000 | 288.00 |
| 50,000 | 192.00 | 99,000 | 290.00 |
| | | 100,000 | 292.00 |
| | | 101,000 | 294.00 |
| | | 102,000 | 296.00 |
| | | 103,000 | 298.00 |
| | | 104,000 | 300.00 |
| | | 105,000 | 302.00 |
| | | 106,000 | 304.00 |
| | | 107,000 | 306.00 |
| | | 108,000 | 308.00 |
| | | 109,000 | 310.00 |
| | | 110,000 | 312.00 |
| | | 111,000 | 314.00 |
| | | 112,000 | 316.00 |
| | | 113,000 | 318.00 |
| | | 114,000 | 320.00 |
| | | 115,000 | 322.00 |
| | | 116,000 | 324.00 |
| | | 117,000 | 326.00 |
| | | 118,000 | 328.00 |
| | | 119,000 | 330.00 |
| | | 120,000 | 332.00 |
| | | 121,000 | 334.00 |
| | | 122,000 | 336.00 |
| | | 123,000 | 338.00 |
| | | 124,000 | 340.00 |
| | | 125,000 | 342.00 |
| | | 126,000 | 344.00 |
| | | 127,000 | 346.00 |
| | | 128,000 | 348.00 |
| | | 129,000 | 350.00 |
| | | 130,000 | 352.00 |
| | | 131,000 | 354.00 |
| | | 132,000 | 356.00 |
| | | 133,000 | 358.00 |
| | | 134,000 | 360.00 |
| | | 135,000 | 362.00 |
| | | 136,000 | 364.00 |
| | | 137,000 | 366.00 |
| | | 138,000 | 368.00 |
| | | 139,000 | 370.00 |
| | | 140,000 | 372.00 |
| | | 141,000 | 374.00 |
| | | 142,000 | 376.00 |
| | | 143,000 | 378.00 |
| | | 144,000 | 380.00 |
| | | 145,000 | 382.00 |
| | | 146,000 | 384.00 |
| | | 147,000 | 386.00 |
| | | 148,000 | 388.00 |
| | | 149,000 | 390.00 |
| | | 150,000 | 392.00 |
| | | 151,000 | 394.00 |
| | | 152,000 | 396.00 |
| | | 153,000 | 398.00 |
| | | 154,000 | 400.00 |
| | | 155,000 | 402.00 |
| | | 156,000 | 404.00 |
| | | 157,000 | 406.00 |
| | | 158,000 | 408.00 |
| | | 159,000 | 410.00 |
| | | 160,000 | 412.00 |
| | | 161,000 | 414.00 |
| | | 162,000 | 416.00 |
| | | 163,000 | 418.00 |
| | | 164,000 | 420.00 |
| | | 165,000 | 422.00 |
| | | 166,000 | 424.00 |
| | | 167,000 | 426.00 |
| | | 168,000 | 428.00 |
| | | 169,000 | 430.00 |
| | | 170,000 | 432.00 |
| | | 171,000 | 434.00 |
| | | 172,000 | 436.00 |
| | | 173,000 | 438.00 |
| | | 174,000 | 440.00 |
| | | 175,000 | 442.00 |
| | | 176,000 | 444.00 |
| | | 177,000 | 446.00 |
| | | 178,000 | 448.00 |
| | | 179,000 | 450.00 |
| | | 180,000 | 452.00 |
| | | 181,000 | 454.00 |
| | | 182,000 | 456.00 |
| | | 183,000 | 458.00 |
| | | 184,000 | 460.00 |
| | | 185,000 | 462.00 |
| | | 186,000 | 464.00 |
| | | 187,000 | 466.00 |
| | | 188,000 | 468.00 |
| | | 189,000 | 470.00 |
| | | 190,000 | 472.00 |
| | | 191,000 | 474.00 |
| | | 192,000 | 476.00 |
| | | 193,000 | 478.00 |
| | | 194,000 | 480.00 |
| | | 195,000 | 482.00 |
| | | 196,000 | 484.00 |
| | | 197,000 | 486.00 |
| | | 198,000 | 488.00 |
| | | 199,000 | 490.00 |
| | | 200,000 | 492.00 |

FOR VALUE OF CONSTRUCTION OVER \$200,000.00 ADD \$2.00 FOR EACH \$1,000.00 OR PORTION THEREOF IN VALUE OF CONSTRUCTION