

**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: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VALUE OF PROJECT: \_\_\_\_\_

**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



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)

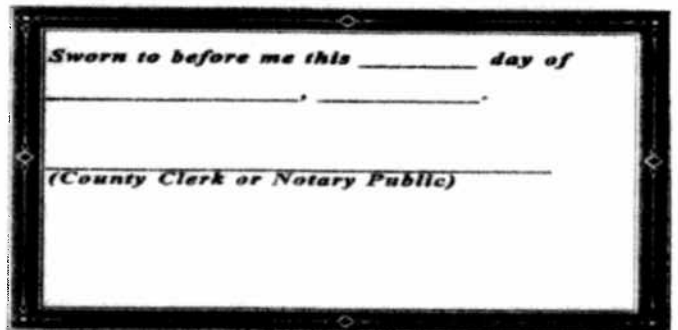
\_\_\_\_\_  
(Date Signed)

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