

Effective June 1, 2020, all building plans for single family homes, additions, renovations and garages need to be submitted electronically to: codes@townofpompey.org In addition, one hard copy along with the fee needs to be mailed/delivered to Town of Pompey, 8354 U.S. Route 20, Manlius, NY 13104

**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 life 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. Call 682-1170 to schedule an inspection. 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 authorized Electrical Inspectors are:

Commonwealth Electrical Inspections at 585-624-2380; Middle Inspection at 585-454-5191; CNY Electrical Inspector at 315-633-0027, The Inspector at 518-481-5300 and Rick Kersey at 315-532-0110

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

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

To All Building Permit Applicants

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:

<p>Sworn to before me this _____ day of _____, _____.</p> <p>_____ (County Clerk or Notary Public)</p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

FEE SCHEDULE

<u>Value not</u> <u>Exceeding Permit Fee</u>	<u>Value not</u> <u>Exceeding Permit Fee</u>	<u>Value not</u> <u>Exceeding Permit Fee</u>	<u>Value not</u> <u>Exceeding Permit Fee</u>
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