PERMITS REQUIREMENTS FOR NEW COMMERCIAL/INDUSTRIAL STRUCTURES

INCLUDES ADDITIONS AND EXTERIOR ALTERATIONS

- All new commercial and industrial structures including additions and exterior alterations require Site Plan Review (SPR) approval by the Town of DeWitt Planning Board.
- Copy of survey within ten years showing all structures and property lines.
- Completed original development permit application, signed by the property owner (not tenant management). Original signature required.
- Applicable permit fee, ask department staff for proper amount must be submitted with application.
- Complete set of construction drawings that include architectural, structural, mechanicals, site and specifications where applicable signed by a NYS architect or engineer. Stamped site plan(s) by Planning Board Chairman. Construction drawings require floor plan, cross section, & elevations. Show all dimensions and measurements of materials used.
- NYS workman's compensation certificate of contractor (C105.2 or compatible form). The ACORD25 form is not acceptable.
- All construction inspections must be called in at least 24 hours in advance. All construction to comply with current New York State Building Codes.
- An "As-Built" survey is to be submitted to the town after foundation is re-surveyed by a New York State land surveyor.
- Plumbing permit from Onondaga County Plumbing Control Section 435-6614.
- Any electrical that is to be installed must be inspected by an approved electrical inspection agency:
    - Atlantic-Inland Inc 315-532-0110
    - Commonwealth Electrical Inspection Service Inc. 315-427-4864 & 315-440-4070
    - The Inspector, LLC 315-240-1573
- Water meter from DeWitt Water Dept.446-3910 x159 if new building or replacing existing meter.
- Proper erosion control measures must be installed to protect adjacent properties, swales and drainage areas.
- A final inspection must be called in by the contractor and/or owner. A site review by the town engineer may be required pending on Planning Board approval.
- Development permit must be visible from the street.