Permit Fee

Additional fee based on property type.
Residential: $8 per $1,000 of project cost.
Commercial: $15 per $1,000 of project cost.

Fee/$1,000 of Project Cost: _____

Base Fee: _____

\+ _____

Total: _____

Total Project cost: _____

Building Permit Application

Property Information

*Location where work will be performed

Tax ID: _____

Address: _____

City, State, Zip: _____

Current Use: _____

Desired Use: _____

Zoning District

- ☐ R-0
- ☐ R-1
- ☐ R-1A
- ☐ R-2
- ☐ R-3
- ☐ O&P
- ☐ B
- ☐ B-T
- ☐ SBT
- ☐ IND
- ☐ H-T
- ☐ HAMLET

Permit Number:

_____

Project Description:

Owner Contact Information

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____

Date: _____

Owner Agreement

- **I am the owner** of the property described in this application and I will allow access to the property for all necessary inspections for compliance of Zoning, Local Laws, and Construction Inspections as required by NYCRR Title 19 Part 1203.3 and NYS Uniform Fire Prevention and Building Code for work applied for and approved in this application.
- **I agree** to assure that valid Proof of Workers Compensation and Disability Insurance or Exemption will be submitted to the municipality prior to any work being performed on the property.
- **If work is not completed** by the Expiration Date of the Building Permit, I will notify the Code Enforcement Officer and renew the original Building Permit or reapply for a new Building Permit as necessary.
- **I understand** when work is completed the Permit Holder must request a Final Inspection to obtain a Certificate of Compliance or a Certificate of Occupancy to close out this Building Permit.

Permit Holder Information

*Applicable only if different from homeowner

Company: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____

Date: _____

Permit Holder Agreement

- **I accept that I will be the PERMIT HOLDER** of this Building Permit and understand and agree to call for Construction Inspections of work before it is concealed in accordance with NYCRR Title 19 Part 1203.3, Construction Inspections.
- **I agree** to assure that valid Proof of Workers Compensation and Disability Insurance or Exemption will be submitted to the municipality prior to any work being performed on the property.
- **As the Permit Holder of this Building Permit, I agree** to complete the work approved and authorized in this Building Permit to be in compliance with the NYS Uniform Fire Prevention and Building Code, Energy Code, Local Laws, Zoning Laws and Ordinances and all other laws, rules and regulations of all other applicable agencies.
- **If the work is not completed within 1 year,** I will notify the Code Enforcement Officer and renew the original Building Permit or reapply for a new Building Permit as necessary. When approved and authorized work is completed as the Permit Holder, I will request a Final Inspection to obtain a Certificate of Compliance or Certificate of Occupancy to close out this Building Permit.

Continued ⟶

Tax ID: _____

Contractor(s) Information

Company: _____
Contact: _____
Phone: _____
Address: _____
Email: _____

Company: _____
Contact: _____
Phone: _____
Address: _____
Email: _____

Project Type

*Circle all that apply

New 1-Family Dwelling	New Commercial Building	Window(s)	Outdoor Boiler	Driveway
New 2-Family Dwelling	Alteration to Existing Building	Siding	Solar Power System	Demolish Building
New Multi-Family Dwelling	Addition	Re-roofing	Wind Power System	Relocate Building
Attached Garage	Renovation	Deck / Porch (open)	Generator (Standby Power System)	Deconstruct Building
Detached Garage	Structural Repair	Deck / Porch (enclosed)	Electrical Energy Storage System	Swimming Pool
Accessory Building (shed)	System Repair	Steps / Stairways / Landings	Sign	Storage / Shipping Container
New Agricultural Building	Door(s)	Stove (Wood / Coal / Pellet)	Fence	

Other (Explain):
_____

_____

Project Cost Breakdown

Materials: _____
Labor: _____
Design: + _____

Total: _____

PLEASE NOTE: Projects that cover more than 1,500 square feet or exceed a cost of $20,000 require stamped and signed plans prepared by a NYS Registered Architect, Engineer, or Design Professional showing scope of work to be performed and sufficient detail to determine compliance with the Uniform Code and NYSECCC.

☐ **This project DOES require a set of stamped and signed plans, which have been included in this submission.**

☐ **This project DOES NOT cover more than 1,500 square feet or exceed a cost of $20,000.**

I have personally reviewed this application and find that these accurately describe the intended work, and use, and that they comply with NYS Building Codes, and Onondaga County and Town Law and Ordinances.

_____
(Issuing Officers Signature)

_____
(Date)