

Town/Village of Parish

Codes Department

Building project required document checklist

Decks or Porches

- ☐ Diagram of proposed Deck with dimensions
- ☐ Material list
- ☐ Foundation and structural plan
- ☐ Railing and spindle plan
- ☐ Stair and handrail plan
- ☐ Contractor comp. and insurance
- ☐ Waiver of comp. and insurance if applicable
- ☐ Survey to show project location

Code/Zoning Enforcement Officer

Town/Village of Parish

Towncodes@parish-ny.us

315-625-4305

PO Box 66

Parish NY 13131

Swimming Pools

- ☐ Diagram of proposed location w/ dimensions on lot
- ☐ Copy of work proposal from contractor as well as insurance and comp.
- ☐ Fence plan, Height, gate plan
- ☐ Waiver of comp. and insurance if applicable

Non-Habitable Buildings

- ☐ Copy of survey showing location of project
- ☐ Primary use of building
- ☐ Diagram with dimensions and prescriptive methods of construction
- ☐ Building materials list
- ☐ Contractor Insurance and comp.
- ☐ Waiver of comp. and insurance if applicable

*Pole Barn's over 15,000 sq ft or 20,000 require
Engineered drawings*

Habitable Buildings

- ☐ Copy of survey showing the location of the project
- ☐ Over 1500 Sq/ft (Architects or engineered drawings stamped and signed) 3 sets *OR \$20,000*
- ☐ Under 1500 Sq/ft Full set of plans as follows:
 - 1) Foundation plan w/ dimensions and prescriptive methods of construction
 - 2) Floor plans with dimensions and prescriptive methods of construction
 - 3) Wall plans with any openings and dimensions and prescriptive methods of construction
 - 4) Electrical plan with locations of outlets, fixtures and switches and wire size
 - 5) Plumbing plan with dimensions and locations.
 - 6) Truss or rafter plans
 - 7) Energy compliance certification and plan (Res-check)
 - 8) Septic plans
- ☐ Contractor insurance and comp.
- ☐ Waiver of comp. and insurance if applicable

Repairs or Alterations and additions

- ___ Copy of survey showing the location of the project if needed
- ___ Architect or engineer plans (3 sets stamped and signed) if:
 - 1) Greater than 1500 Sq/ft
 - 2) Cost of more than \$20,000
 - 3) Any changes that affect alteration of structural elements and or safety of structure
- ___ Regular plans by contractor or home owner if previous requirements not met which include:
 - 1) Foundation as needed w/ prescriptive methods of construction
 - 2) Floor plan as needed w/ prescriptive methods of construction
 - 3) Wall plans with openings and dimensions as needed w/ prescriptive method of construction
 - 4) Electrical plans as needed
 - 5) Plumbing plans as needed
 - 6) Truss or rafter plan as needed
 - 7) Energy compliance certification and plan (Res-check) as needed
- ___ Contractor insurance and comp.
- ___ Waiver of comp. and insurance if applicable
- ___ Signed asbestos/lead affirmation as needed

Commercial Buildings

- ___ Copy of survey showing location of the project
- ___ Site plan
- ___ Use of the structure
- ___ Architectural or Engineers drawings (stamped and signed) 3 sets
- ___ Approval of planning board and/or historical committees as needed
- ___ Contractor insurance and comp.

Fences or retaining walls

- ___ Copy of survey showing project location and dimensions
- ___ Prescriptive methods of construction
- ___ Contractors insurance and comp.
- ___ Waiver of comp. and insurance if applicable

Demolition

- ___ Proposed work to be done
- ___ Contractor insurance and comp. or signed waiver if home owner
- ___ Signed asbestos/lead affirmation as needed

GUIDE FOR REQUIRED BUILDING PERMITS:

RESIDENTIAL CONSTRUCTION:

Exterior Alterations:

1. Windows & Doors-replace existing or install additional.
2. Repair of fire and/or water damage.
3. Wall sheathing and/or framing -replace or repair existing
4. Roof/Shingle Replacement. e. Any exterior change in Historical Areas in a house over 100 years old-repair or replace existing.
5. Addition or enlargement of home-construction garage, room(s), dormer(s).
6. Deck & Porch-addition, replacement and repair existing
7. Repair or replacement of steps with more than 3 risers
8. Swimming pool & hot tubs, etc. in and above ground - new installation, repair existing, replace existing or demolish
9. Sheds
10. Retaining wall: install, replace or repair over 2'0" in height. (Contact the Building Department for Clarification)
11. Satellite dish antennas
12. Some Fences & Free-Standing Walls (Contact the Building Department for Clarification)
13. Changes in grade of property over 2'0" in height.
14. Basement entrances, BILCO style doors, & Basement Egress Windows
15. Temporary tent structures. (PARTY TENTS)
16. Solar Panel installation and removal
17. Demolition of any structure
18. Emergency Standby Generators
19. Temporary Storage Containers/ Pods
20. Removing Trees in Critical Environmental Areas or any property

capable of being subdivided. (Contact the Building Department for Clarification)

21. New Homes & Buildings
22. Fireplaces & Chimney
23. Installation/removal Oil & Gas Heating Units and Tanks
24. Tennis Courts
25. Renewal of a Single-Family Conversion

Interior Alterations:

1. Repair of fire and/or water damage
2. Sheetrock and insulation removal/installation and replacement
3. Framing-installation and change/removal of bearing walls/columns.
4. Kitchen and bathroom renovation, installation & changes.
5. Heating, air conditioning, plumbing, electrical installation: changes to equipment, installation, and/or replacement.
6. Room CHANGE OF USE: EXAMPLES, CONVERTING A GARAGE TO BEDROOM, RECREATION TO BEDROOM OR OTHER LIVING SPACE. (Uninhabitable space to habitable space including attics)
7. Finish basement-recreation rooms, laundry room.
8. Home Occupation Uses-Offices.
9. Fire Sprinkler Systems.
10. Owner-Occupied Two-Family Conversions.
11. Stairs-3 risers or more.

NON-RESIDENTIAL / COMMERCIAL / MULTI-FAMILY

1. Every type of construction, installation, alteration, modification or replacement in connection with non-residential / commercial / multi-family (3 or more units) building or uses requires a Building Permit.
2. ALL NEW OCCUPANCIES OF EXISTING AND NEW SPACES AND BUILDINGS BY NEW OWNER AND/OR TENANT

THE WORK COVERED BY A BUILDING PERMIT MUST BE INSPECTED AND APPROVED CULMINATING IN THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR A SPECIFIC PROJECT. WITHOUT A CERTIFICATE OF OCCUPANCY, OCCUPANCY AND/OR USE OF A STRUCTURE OR SPACE IS A VIOLATION OF ^{TOWN} VILLAGE CODE AND NEW YORK STATE CODE AND VIOLATIONS WILL BE ISSUED AND FINES MAYBE INCURRED

TYPICAL PROJECTS THAT REQUIRE A BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY (CO)

- New commercial buildings
- Change of ownership or tenant in a commercial establishment (new business or taking over old business.)
- Signs
- New homes & buildings
- New Additions, Interior Alterations and Renovations
- Demolition of Structures
- Fireplaces & chimneys
- Above & below ground swimming pools
- Oil & gas heating units and tanks
- Tennis courts
- Retaining walls
- Some fences & free-standing walls (speak to an inspector for details)
- Decks
- Hot tubs
- Tool sheds
- Renewal of a single-family conversion
- Tree removal in critical environmental areas and lots capable of being subdivided
- Standby backup generators

Permit Application

UFPO PERMIT NO. _____

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION PRE-APPLICATION FOR ZONING AND BUILDING PERMIT

Date Submitted _____ Map No. _____ Permit No. _____
 Date Approved _____ Zoning District _____ Occupancy _____
 Date Denied _____ Permit Fee \$ _____ Construction _____
 Receipt No. _____ Check No. _____

Approved By _____

Print or Type clearly and fill in all spaces that apply

Application is hereby made to the Code Enforcement Officer for the issuance of a Zoning and Building Permit 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 or structure within the boundaries.

Address of Property: _____
 Lot Number: _____ Tract: _____

Property Owner ☐ Tenant ☐
 Name: _____

Address: _____ Phone #: _____

Tenant Company Name: _____

Applicant Name: _____ Fax #: _____

Address: _____ Phone #: _____

General Contractor • (If OWNER doing all work under this Permit Application, check here _____)
 Name: _____

Address: _____ Phone #: _____

Insurance Company: _____

Expiration Date: _____

(Contractor to attach a copy of certificate of insurance including liability, workers compensation and disability insurance or NYS exemption certificate)

Nature of Work (check all applicable)

- | | | | | | | |
|--|--|-------------------------------------|---------------------------------|---|--|----------------------------------|
| ☐ New | ☐ Addition | ☐ Alteration | ☐ Repair | ☐ Demolition/Removal | ☐ Fire Repair | ☐ Roofing |
| ☐ Move Building | ☐ Sign | ☐ Fence | ☐ Shed | ☐ Swimming Pool/Spa | ☐ Foundation Only | ☐ Chimney |
| ☐ Fire Sprinklers | ☐ Tenant Alteration | ☐ All Others | | | | |

Describe proposed work, including use and size of all items check above: _____

Property Use: Current (ie: one-family/office/etc.) _____

Proposed: Floor area: _____ Garage: _____ Proposed _____

Proposed: Floor area: _____ Garage: _____ Other: _____ # Units: _____

Building Area: _____ Sq. Ft. Building Height: _____ Other: _____ # Units: _____

Setbacks: Front: _____ Rear: _____ Left: _____ Ft. Stories: _____

Property Located In Flood Zone: ☐ Yes ☐ No Property Located In Wet Lands: ☐ Yes ☐ No Right: _____

Electrical Permit No. _____ Plumbing-Water-Sewer Application _____ Easements: ☐ Yes ☐ No

Estimated VALUE of all work, materials and labor for the work under this application: \$ _____

The below signed applicant has read the instruction for Application for Zoning and Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Zoning and Building Permit 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 filled therewith. All inspections must be requested by the applicant before final and certificates of compliances or occupancy are issued.

Signature of Applicant: _____