

Village of Canastota
BUILDING DEPARTMENT
205 South Peterboro Street, Canastota, New York 13032
Ph/ (315)697-8963
Fax (315)697-3619

BUILDING PERMIT APPLICATION

PLEASE READ THIS ENTIRE APPLICATION THOROUGHLY.
APPLICATIONS THAT ARE NOT PROPERLY FILLED OUT, AND/OR ARE TURNED IN WITHOUT
PROVIDING EVERYTHING LISTED, WILL NOT BE PROCESSED AND WILL BE MAILED BACK TO
YOU!

WHEN IS A BUILDING PERMIT REQUIRED?

A Building Permit shall be required for any work which must conform to the New York State Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.

2025 Building Code of New York State

§105.2 Building Permits. No person or entity shall commence, perform, or continue any work that must conform with the Uniform Code and/or the Energy Code unless:

1. Such person or entity has applied to the Authority Having Jurisdiction for a Building Permit;
2. The Authority Having Jurisdiction has issued a Building Permit authorizing such work,
3. Such building permit has not been revoked or suspended, and
4. Such a building permit has not expired.

- Authority Having Jurisdiction = Village of East Syracuse –

HOW LONG DOES THE PLAN REVIEW & PERMITTING PROCESS TAKE?

Applications may be made by the owner, lessees, or agent of either, or by an architect, engineer, or builder employed in connection with the proposed work, **but in all cases the property owner MUST sign the application.**

The permit application will be reviewed as soon as possible. Normal review time is as follows:

1. RESIDENTIAL JOB (STAMPED ARCHITECTURAL PLANS **NOT** REQUIRED): Approximately 7-10 days
2. RESIDENTIAL JOB (STAMPED ARCHITECTURAL PLANS **ARE REQUIRED**): Approximately 4 weeks
3. COMMERCIAL/INDUSTRIAL JOBS: Approximately 4-8 weeks*

* - a 3rd party may have to be hired to perform plan review and assist with/ inspection

All required documents must be submitted with this application.
Missing documents will result in a permit not being issued.

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WHEN ARE STAMPED ARCHITECTURAL DRAWINGS REQUIRED?

New York State Education Law requires that architectural drawings be submitted for projects affecting structural or public safety, jobs costing more than \$20,000, or the construction of residential buildings of more than 1,500 square feet.

Drawings prepared by a New York State registered architect or licensed professional engineer whose signature and seal of registration in New York State shall be legibly imprinted on the plans.

PROOF OF INSURANCE REQUIRED!

New York State Law requires municipalities to obtain proof of NYS Workers' Compensation AND Disability Benefits coverage for all contractors before issuing any permits.

Implementing Section 125 of the General Municipal Law

1. General Contractors, Business Owners, and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they comply with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL.

Any residence that is not a 1, 2, 3, or 4 Family, Owner-occupied Residence is considered a business (income or potential income property). It must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a 1, 2, 3, or 4-family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

Please remove these first two pages and keep them for your use!

The following (8) pages shall be turned in to the Village Office!

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Application is hereby made to the Code Enforcement Department for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for work herein described. The applicant agrees to comply with all laws, ordinances, regulations, and revisions of the municipality in which the Permit is requested. **No work may be commenced before the issuance of a Building Permit.**

PART 1 GENERAL INFORMATION Fee \$ _____

1. Project Location and Information

Project Address: _____ Current Use of Property: _____

Tax Map Number: _____ Property Zoned: _____

2. Building Owner Identification

Owners Name: _____ Phone #: _____

Address of Owner: _____

City, State, Zip: _____

E-mail Address: _____

3. Description of Project:

5. Type of Construction or Improvement

_____ New Building – Proposed Use Is: _____

_____ Conversion – Current Use: _____ Proposed Use: _____

_____ Addition _____ Alteration _____ Repair _____ Replacement _____ Relocation

_____ Accessory Building (Garage, Shed, Greenhouse, etc.) Accessory Building Type: _____

Contractor Information (If you are the homeowner, and YOU are doing the work, you are the General Contractor and all of your information shall be listed below!)

ARCHITECT / ENGINEER

COMPANY NAME: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

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GENERAL CONTRACTOR

COMPANY NAME: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

2nd Contact Name: _____ 2nd Contact Phone: _____

2nd Contact E-Mail: _____

MECHANICAL CONTRACTOR

COMPANY NAME: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

Projects NOT requiring architect-stamped plans

The following must be made part of this application:

1. Detailed plans are **REQUIRED**; however, they do not have to be drawn and stamped by a licensed architect/engineer.
2. Complete set of specifications, along with a materials list of all materials that will be used on the build.
3. A copy of a stamped property survey is required
4. The Code Enforcement Officer may request stamped drawings depending on the nature of the project.

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Projects REQUIRING architect-stamped plans

The following must be made part of this application:

The New York State Education Law requires that architectural drawings be submitted for projects affecting structural or public safety, jobs costing more than \$20,000, or the construction of residential buildings of more than 1,500 square feet.

Drawings prepared by a New York State registered architect or licensed professional engineer whose signature and seal of registration in NYS shall be legibly imprinted on the plans.

The following must be made part of this application:

1. STAMPED PLANS are **REQUIRED**
2. Complete set of specifications, along with a materials list of all materials that will be used on the build.
3. A copy of a stamped property survey is required

Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical, and plumbing installation. The plans must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure, including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. For additions, what will the addition be used for?

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7. Basement Type: full, partial, pier, slab, etc.

8. Garage; attached or detached

9. Utilities and type: electric, gas, water, propane, etc.

10. Deck / Porch Egress Stairs; open, covered, enclosed, screened, other

ELECTRICAL WORK

Will *ANY* electrical work be completed? Yes, _____ No _____

If yes, please specify the type of work:

ELECTRICAL CONTRACTOR

COMPANY NAME: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

A 3rd Party electrical inspector **MUST** inspect electrical work. A list of certified inspectors is posted below. **Please contact an electrical inspector before starting any electrical work!**

ELECTRICAL INSPECTORS		
CNY Electrical Inspection Services Larry Kinne (315) 633-0027	Commonwealth Electrical Inspection Brian Fenner (315) 440-4070	Upstate Electrical Inspection Agency (315) 452-5304
Middle Inspection Agency 1 (800) 873-634	Atlantic-Inland Inspection, Inc. Ray Terry (607) 753-7118 or (607) 440-8696	The Inspector, LLC. Timothy Willsey (518) 481-5300

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WARNING: If it is found that electrical work was done without obtaining the proper permits, you will be required to obtain a license after the fact. This creates the possibility that you may need to open walls and ceilings to prove that the work meets current codes.

PLUMBING WORK

Will *ANY* plumbing work be completed? Yes, ____ No ____

If yes, please specify the type of work:

PLUMBING CONTRACTOR

COMPANY NAME: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

WARNING: If it is found that plumbing work was done without obtaining the proper permits, you will be required to obtain a license after the fact. This creates the possibility that you may need to open walls and ceilings to prove that the work meets current codes.

After the completion of all work, a **Final Inspection** will be conducted. If all work has been completed in accordance with the submitted plans and all applicable laws and ordinances, a Certificate of Compliance or Certificate of Occupancy will be issued.

Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

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This permit does not include any privilege of encroachment in, over, under, or upon any village, county, or state street or right-of-way.

The building permit card must be displayed so it is visible from the street nearest to the site of the work being conducted.

Important Notices: Read Before Signing The Last Page!

The Code Enforcement Office must visually inspect work conducted under a building permit and ensure it complies with the International Fire & Building Code, the Zoning Ordinance of the Village of Canastota, and all other applicable codes, rules, and regulations.

It is the owner's responsibility to contact the Code Enforcement Office at 315-697-8963 (Mon. through Fri. 8:30 AM to 3:00 PM) for any required inspections and to give at least 48 hours' notice BEFORE the owner wishes to have an inspection conducted. Leave a message on voicemail if needed.

More than one inspection may be necessary. This is especially true for "internal work," which will eventually be covered by additional work (i.e., electrical work later to be covered by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection (i.e., sheetrock put up before insulation inspection was done).

Close coordination with the Code Enforcement Office will significantly reduce this possibility.

Owner hereby agrees to allow the Code Enforcement Office representatives to inspect the sufficiency of the work being done pursuant to this permit, provided, however, that such inspection(s) is/are limited to the work being conducted in accordance with this permit and any other non-work-related violations which are readily discernible from such inspection(s).

PROPERTY OWNER MUST SIGN AND DATE

I, (Print Name) _____, the applicant named above,
hereby attest that I am the lawful owner of the property described within or am the lawful agent of
said owner and affirm under the penalty of perjury that all statements made by me on this
application are true

(Signature) _____ Date: _____

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AUTHORIZATION:

STATE OF New York, County of _____ applicants Name: _____ being duly sworn
deposes and says that they are the owner or authorized representative by attaching completed proxy statement and are duly
authorized to perform or have performed and said work and to make and file this application; that all statements are true and to
the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the
plans and specifications file therewith.

Sworn to before me _____ Owner/ Authorized Representative Signature: _____
this _____ day of _____ Print Name: _____

Notary Public: _____ Seal _____

DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY

Building Department Review By: _____ Date: _____

Approved: _____

Disapproved: _____

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 (including condominiums) 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:

Sworn to before me this _____ day of _____, _____.
_____ (County Clerk or Notary Public)

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

**LAWS OF NEW YORK, 1998
CHAPTER 439**

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors – Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ♦ insured (C-105.2 or U-26.3),
- ♦ self-insured (SI-12), or
- ♦ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ♦ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is 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 the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ♦ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall 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 (the C-105.2 or U-26.3 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) 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.

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PROXY STATEMENT

Proxy is required for all applications (Building, Electrical, Plumbing, Mechanical, Sign, Architectural Review.) when anyone other than the Owner is signing the application.

Date: _____

State of _____) ss:

County of _____)

_____ being duly sworn, deposes and says the he/she resides at
(Owner's full name)

_____ in the County of _____ and the State of _____
(Street, City/Town) (County) (State)

and that he/she is the owner of _____, the premises described in the attached
(Street Address)

application and that he/she has authorized _____ to make the attached
(Applicant Name)

application for _____ and to represent them at all Board and/or Commission
(Application Type)

meetings.

Sworn to before me this

_____ day of _____

Signature of Owner

Notary Public or Commissioner of Deeds

Seal

FOR VILLAGE USE ONLY

PERMIT No.: _____

