



Department of Codes & Zoning Building Permit Application

Office Location

5 State Route 31, PO Box 568, Jordan, NY 13080
Ph. 315/689-9031 Ext #6 - Fax: 315/689-3122
Web Site: townofelbridge.com
E-mail: codesoffice@townofelbridge.com

Date _____

Application is hereby made to the Town of Elbridge for the issuance of a building permit, pursuant to the municipal code for construction of buildings and additions as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

No building shall be occupied or used in whole or in part for any purpose what so ever, until certificate of compliance and/or certificate of occupancy shall have been issued by the Code Enforcement Officer.

Street Name and number/Site Location

(Tax Map

Number) Project Description and Cost: (please submit plot plan & construction drawings with application)

PROJECT ESTIMATE COST: \$ _____

Plot plans and construction drawings should show the following:

- 1) The distance of the proposal from all lot lines.
- 2) The distance of the proposal from any structure including neighboring structures.
- 3) The maximum percentage of the lot to be covered by building(s)
- 4) Utilities, gas/electric/telephone/cable/septic/wells/waterlines, etc.

Applicant shall provide proof of liability and worker's compensation insurance or proof of exemption per chapter 439, section 125 of the N.Y. State General Municipal Laws (www.web.state.ny.us)

Owner/Contractor Contact Information

Property Owner _____	Contractor/Agent/Lessee _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Phone Number _____	Phone Number _____
Architect/Engineer _____	Site Foreman/Phone Number _____
EMAIL _____	EMAIL _____

Property Information

Floodplain: Yes/No _____ Existing Use and Occupancy _____

Zoning classification of lot _____ Lot Size: _____

Foundation type _____ Garage type _____

Basement/ frost wall / slab

Attached / detached / none

Square footage habitable space _____ Non-habitable space _____

Number of rooms _____ Number of sleeping rooms _____ Number of bathrooms _____

Type of A/C _____ Type of Heating _____

Type of Fuel: ☐ Propane ☐ Oil ☐ Natural Gas

Commercial/ business information (new or existing)

Type of occupancy _____ Fire Alarm System _____

Sprinkler System (Yes/No/Type) _____

The foregoing are hereby certified to be corrected, true and full answers to the several questions to which they relate, and the undersigned hereby agrees in the event the permit is granted, to comply with the provisions of the local laws and codes enacted by the Boards of the Town Elbridge, the State of New York and with all other ordinances and regulations, and all rules and regulations of the Onondaga County Health Department

Date _____ **Signature** _____



NEW YORK STATE

GENERAL MUNICIPAL LAW

SECTION § 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them...
 - (a) is the applicant, or
 - (b) is an officer, director, partner or employee of the applicant, or
 - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor. Section eight hundred six of the General Municipal Law added by this act, shall apply only to application, petitions or requests as described therein which are submitted on or after the effective date of this act.

This act shall take effect September 1, 1969.

AFFIDAVIT

STATE OF NEW YORK COUNTY OF ONONDAGA

_____ being duly sworn, deposes and says:

I have reviewed §809 of the General Municipal law, a copy of which has been furnished to me by the Elbridge Town Clerk, and I am familiar with the provisions contained herein

No Town of Elbridge or any officer or employee of Onondaga County, as defined in Section 809 of the General Municipal Law, has any interest in this application. OR

If a state officer, employee of the Town of Elbridge or any officer or employee of Onondaga County as defined in Section 809 of the General Municipal Law, has any interest in the person, partnership or association creating the application to which this affidavit is attached, give the complete details in the following paragraph.

Signature _____ Date _____

Sworn to before me this _____ day of _____

Notary Public _____



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DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

NEW HOMES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) Sets of plans showing construction — architectural stamp if larger than 1500 sq. ft. or greater than \$20,000.
- Electrical Permit Application issued by Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection or Atlantic Inland Insp.
- Plumbing permit from Onondaga County Health Plumbing Control (O.C.H.D. 4894 Onondaga Rd, Syracuse. (315-435-6600)
- Septic system approval from Onondaga County Health Department
- Water meter receipt from Village (if applicable)
- Driveway permit from applicable State, County or Town agency [once approved, submit a written request for physical number]

Mobile Homes Procedure Of Installations

- See MHP Application for permit

FENCES

- Application for permit
- Survey of property showing locations of all current/ proposed structures, showing location of fence including height and type of fence

DECKS

- Application for permit
- Plan showing how the deck is constructed (size and location of posts, beams, joists, decking and railing)
- Survey of property showing locations of all current/proposed structures
- Deck rails are required at 30" or more above finished grade

SWIMMING POOLS / HOT TUBS

- Application for permit
- Survey of property showing locations of all current/ proposed structures
- Plans or specs indicating type of pool, enclosure or height and type of fence surrounding pool
- Electrical permit application from Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC

SHEDS/BARNs/GARAGES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Plans showing construction or brochure from place of purchase
- Electrical permit application (if applicable)

TOWERS — CELL / RADIO / ETC

- Application for permit
- Survey if property showing location of current/ proposed structures
- Plans or specs showing details
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Approval form Town Zoning Board

FIREPLACES / WOOD STOVES GENERATORS AND FURNICES

- Application for permit
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Copy of Manufacturers installation instructions and safety specifications
- Copy of survey of exterior chimney
- Generators must be 5ft from house

ADDITIONS

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Other items as applicable to new homes

REMODELING AND INTERIOR RENOVATIONS

- Application for permit
- Other items as applicable for New Homes
- All structural work permit required
- Cosmetic or nonstructural interior work including replacement windows and steps or any exterior repairs do not require permits
- Electric inspections always required for any new work
- County Plumbing control permit required for any plumbing work include hot water heater and any fixture

COMMERCIAL / BUSINESS STRUCTURES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) sets of architectural engineered plans
- Approval of planning/zoning board(s)
- Insurance information for all contractors involved in project
- Approved septic/sewage plan from Onondaga County Health Dept.
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC

TOWN OF ELBRIDGE
PERMIT FEE SCHEDULE

(All fees are per permit issued otherwise stated)
EFFECTIVE APRIL 1st, 2019

Description	Flat Fee	Additional Rates
Residential Deck w/out railing or roof	\$50.00	N/A
Residential Deck with railing/roof or porch	\$75.00	N/A
Residential Demolition	\$50.00	N/A
Fence	\$50.00	N/A
Residential Garage shed or pole barn	\$75.00	N/A
Residential heating device/chimney	\$50.00	N/A
Residential Dwelling or Addition	\$25.00	\$.25/sqft
Mobile Home	\$250.00	N/A
Sheds up to 144 sq. ft.	\$25.00	N/A
Sheds over 144 sq. ft.	\$35.00	N/A
Sign	\$50.00	N/A
Swimming Pool-above ground	\$50.00	N/A
Swimming Pool- In ground	\$100.00	N/A
Unlisted Projects (per inspection)	\$30.00	N/A
Commercial Building or Addition	\$25.00	\$.35/sqft
Commercial Change of Use	\$30.00	N/A
Commercial Renovations or Reconstruction	\$25.00	\$.15/sqft
Towers (cellular, radio, etc.)	\$450.00	N/A
Commercial Unlisted Projects (per inspection;	\$30.00	N/A
Temporary Storage	\$10.00	N/A
Municipal Waiver	\$0.00	N/A
Commercial Pole Barn/Storage	\$15.00	\$.10/sqft
Flood Plain Permit	\$75.00	N/A
Solar Panels up to 12 kw	\$50.00	N/A
Solar Panels over 12 kw	\$100.00	N/A
Extension of Permit (each)	50% of cost of original permit	

WORK STARTED WITHOUT A PERMIT

DOUBLE RATED FEES