# BUILDING PERMIT TELEPHONE NUMBERS

## Town of Oswego Helpful Phone Numbers

| | |
|---|---|
| VICTORIA M. MULLEN – TOWN SUPERVISOR | 343-2424 |
| WAYNE NEWTON - BUILDING CODE ENFORCEMENT<br>ZONING ENFORCEMENT | 343-0485 |
| JUDY WATSON – PLANNING BOARD CHAIR | 342-4219 |
| GREG AULETA – ZONING BOARD OF APPEALS CHAIR | 532-4406 |
| THERESA COOPER – TOWN CLERK | 343-2586 |
| RICHARD HOGAN – CHIEF ASSESSOR | 343-1871 |

**Other Helpful Phone Numbers**

| | |
|---|---|
| COUNTY HEALTH DEPT – RE: SEPTIC | 349-3557 |
| COUNTY CLERK – RE: DEEDS | 349-8621 |
| COUNTY HIGHWAY – RE: COUNTY & DRIVEWAYS | 349-8331 |
| COUNTY PLANNING DEPARTMENT | 349-8292 |
| TOWN HIGHWAY – MARK WILCOX<br>RE: TOWN ROADS & DRIVEWAYS | 343-0937 |

ELECTRIC SIGN OFF –

| | | |
|---|---|---|
| Commonwealth | (Fay Hemming) | 676-3997 |
| | (Christopher Emmons) | 564-3066 |
| Atlantic Inland | (Ronald Hawe) | 343-0101 |
| | (Ron Burton) | 676-4696 |
| | (Mark Greer) | 564-7127 |

| | |
|---|---|
| NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION<br>Regional Office (Syracuse) | 426-7400 |
| OCWA | 342-6124 |

ASBETOS SURVEY'S

| | |
|---|---|
| ENVIROLOGIC | 455-2714 |
| LAKELAND ENVIRONMENTAL INC | 607-299-4818<br>Fax 866-636-2528 |
| QES CHURCHIL | 428-1959 |
| JWJ INDUSTRIES INC.<br>Seabird Environmental | 343-7520 |
| EMMA Environmental, Inc.<br>3979 Co Rt. 57 | 529-5536<br>Fax 315-343-0420 |

Updated 06/2012

**THIS PAGE MUST BE COMPLETED IN FULL**

Tax Map # _____ Owners Name _____

Project Address _____ Building Permit # _____

Exterior Wall Material:

□ wood □ brick □ aluminum/vinyl □ composition □ concrete □ stucco □ stone

| | New | Existing |
|---|---|---|
| **Number of Full Baths** | _____ | _____ |
| **Number of Half Baths** | _____ | _____ |
| **Number of Bedrooms** | _____ | _____ |
| **Fireplace** □ Yes □ No | _____ | _____ |

**Heat Type:**
□ No central □ Forced Air □ Hot water/steam □ electric

**Fuel Type:**
□ none □ gas □ electric □oil □ wood □ solar □ coal □ geothermal
□ propane

**Central Air:** □ Yes □ No

**Basement Type:**
□ Pier/Slab □ Crawl □Partial □Full _____ _____

**Enclosed Porch/Sunroom:**
□ Heated □ Unheated _____ _____

**Garage/Pole Barn:**

Electricity □ Yes □ No _____ _____

Floor Material
□ Dirt □ Concrete □ Other ____ _____

**Deck:** □ covered □uncovered
Dimensions: _____

Name: _____ Tax Map # _____

# BUILDING PERMIT FEES
Effective 2011

Building permit application _____ $10.00

One / Two family dwellings & additions _____ $.15/sq.ft.

Multiple dwellings & additions _____ $.20/sq.ft.

Commercial /Industrial Structures & additions _____ $.25/sq.ft.

Alterations & Repair work up to $2500. minimum fee _____ $25.00
One percent (1%) fee for work over $2500.
Renovation Fee _____ $100.00
Regulatory Compliant Fee _____ $100.00
Inspection for compliance pre 1-1-84 _____ $25.00

Manufactured Homes & Mobile Homes
Not on a basement _____ $90.00
With a basement _____ $125.00

Accessory Building Sheds/Pole barns/unattached garages/decks

Up to 144 sq. ft. _____ $40.00
145 sq. ft. and up an additional _____ $.08 sq. ft.

Swimming Pool _____ $35.00

Public Hearing – Planning and / or Zoning _____ $200.00

Demolition Permit _____ $35.00

Wood Stove/Chimney installation/inspection _____ $35.00

Fence Permit _____ $30.00

Fire Works Display _____ $25.00

Commercial Truss Construction _____ $50.00

Wind Conversion Systems windmills) _____ $1.00/pr. Ft.
Including blades

Be it further resolved that Building Permits expire one-year (1) after the date of issue. Be it further resolved that building permits may be renewed one time only, for a fee equal to 50 % of the original fee, provided renewal occurs within 60 days of expiration.

By order of the Oswego Town Board amended 04/2011

Name: _____ Tax Map # _____ Updated 07/2011

**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.

- Form BP-1shall 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(11/04), 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.

# 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)

_____ Home Telephone Number _____

(Homeowner's Name Printed)

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.**

# NOTICE TO BUILDING PERMIT APPLICANTS

An asbestos survey is required for all renovation, remodeling. repair and demolition of all interior and exterior building materials.

As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove the asbestos and renovate these structures themselves. However, it is not recommended that the owner perform abatement, as the owner could potentially expose themselves, their family and neighbors to asbestos fibers if adequate engineering controls and work methods are not utilized during the abatement.

For further information and updates, please see the NYS website at:
www.labor.state.ny.us

9/2010

## BUILDING PERMIT INSTRUCTIONS

1. A completed application for a building permit must be submitted to the inspector.
2. A construction specifications (drawing) sheet must be completed. (Please note that this form must be notarized.)
3. A completed Application for Construction Inspection is required. The fee for this permit must be remitted at the time the application is made.
4. Two (2) sets of drawings are required at the time a building permit is issued. One (1) set will be returned upon issuance of the permit.
5. If the building is over 1,500 square feet, approved plans by a Professional Engineer or Architect are required. (Please see attached guidelines.) The licensed professional must also submit a signed Statement of Energy Compliance.
6. A Specification and Description of Materials form must accompany the Building Permit Application.

GENERAL INFORMATION

1. Once you are issued a Building Permit, you may commence work. NO work should be started prior to receiving a Building Permit from the Issuing Inspector.

2. The Building Permit must be prominently displayed on the premises to which it pertains. A copy of the blueprints and construction specifications should also be on site and available to the Inspector.

3. A Building Permit is good for only one (1) year. It can be renewed at one-half of the current permit fee rate.
4. Upon completion of construction:
   A. A final inspection is required

   B. A final electrical inspection is required.

Once the above has been completed and before anyone can move in, a Certificate of Occupancy is required by NYS Law.

Construction or Alterations of Buildings
What's Legal, What's Not

## Use of Architect's or Professional Engineer's Stamp/Seal

New York State law requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must be filed with a local building official must be stamped with the seal of an architect or professional engineer (Article 147,Section 7307).

## Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal

The following exceptions **do not** require the stamp or seal of a licensed, registered architect or professional engineer (Article 147, Section 7307(5):

* Farm buildings and other buildings used solely and directly for agricultural purposes;

* Single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;

* Alterations, costing $10,000 or less within NYC and $20,000 or less outside of NYC, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

**List All Setbacks** (setbacks are the measurement from the edge of your property line to the new structure)

Front_____ Back _____

Left Side _____ Right Side_____

Street and Lot Diagram Below

A SURVEY MAP WITH THE LOCATION OF NEW STRUCTURE INDICATED MUST BE SUBMITTED.

The Application of _____

Dated _____, 20____, Is Hereby Approved (Disapproved) and Permission Granted (Refused) for the Construction, Reconstruction, or Alteration of a Building and/or Structure As Set Forth Above.

Building Official:_____

Reason for Refusal of Permit

# COMPUTATION OF BUILDING PERMIT CHARGE

TAX MAP # _____

NAME _____

ADDRESS _____

PHONE # _____

SQUARE FOOTAGE _____

## FOR OFFICE USE ONLY

**COMPUTATION**:

Building Application fee $_____

New Home (Stick built) _____x_____ x _____ $ _____

Modular Home _____ Basement –with___ without____ $ _____

Manufactured Home _____slab _____foundation $ _____

Addition _____x_____ x _____ $ _____

Garage _____x_____ Attached $ _____

Deck _____x_____ w/roof___ w/o roof___ $ _____

Chimney/Solid Fuel Burning Device $ _____

Commercial Truss Construction $ _____

Alteration Cost _____ $_____

Other _____ $ _____

**TOTAL COST OF BUILDING PERMIT $**_____
(Rounded to the nearest nickel)

Town of Oswego
2320 County Route 7 Oswego, NY 13126
Wayne Newton, Building Inspector/Code Enforcement
Phone: (315) 343-0485 Fax: (315) 343-4414

# DECK ☐ OR PORCH ☐ PERMIT APPLICATION

## TO BE COMPLETED BY APPLICANT....(Please type or print)

Permit # _____ Tax Map Number _____

Project Address _____ Mailing Address _____

Name of Owner(s) _____

Phone #'s (Home)_____ (Work)_____ (Cell)_____

email:_____

LENGTH _____ WIDTH _____

ROOF: ☐ TRUSS ☐ RAFTER Total Square Footage _____

ROOF MATERIALS _____

DECK MATERIALS _____

FLOOR JOIST SIZE _____

IS THIS A REPLACEMENT? ☐ YES **OR** ☐ NO

IS DECK, MORE THAN ONE LEVEL? IF SO, HOW MANY? _____

**RAILINGS REQUIRED IF MORE THAN 30" OFF GRADE OR THREE STEPS OR MORE**

_____ _____
SIGNATURE OF APPLICANT INSPECTOR

_____

_____

_____
Permit Notes

**TO BE COMPLETED BY TOWNSHIP**

Bldg Application Fee _____ Date Paid_____ Received by_____

Building Permit Fee _____ Date Paid _____ Received by _____

Permit #_____ Permit Issue Date_____ Date Expires_____