

BUILDING PERMIT FEES
Effective 8-2012

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 \$2500.00	
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
Solar Panel Inspection _____	\$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 08/2012

BUILDING PERMIT TELEPHONE NUMBERS

Town of Oswego Helpful Phone Numbers

VICTORIA M. MULLEN – TOWN SUPERVISOR	343-2424
WAYNE NEWTON - BUILDING CODE ENFORCEMENT 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 RE: TOWN ROADS & DRIVEWAYS	343-0937
ELECTRIC SIGN OFF – Commonwealth (Fay Hemming) (Christopher Emmons)	676-3997 564-3066
Atlantic Inland (Ronald Hawe) (Ron Burton) (Mark Greer)	343-0101 676-4696 564-7127
NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION Regional Office (Syracuse)	426-7400
OCWA	342-6124
ASBETOS SURVEY'S ENVIROLOGIC LAKELAND ENVIRONMENTAL INC	455-2714 607-299-4818 Fax 866-636-2528
QES CHURCHIL	428-1959
JWJ INDUSTRIES INC. Seabird Environmental	343-7520
EMMA Environmental, Inc. 3979 Co Rt. 57	529-5536 Fax 315-343-0420

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. A Septic System Permit and/or approval from the County Health Department is required before a Building Permit can be issued.
5. Electrical Inspections can be obtained by calling Certified Electrical Inspector. See list of phone numbers.
6. Upon completion of construction:
 - a. A final inspection is required
 - b. Written approval of the septic system is required, and
 - c. 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.

Two (2) sets of Plans and Specifications must be submitted with each application. Plans are to be drawn to scale and have affixed on each sheet the signed Seal of the Architect of Engineer registered in New York State that is responsible for the preparation.

All Plans shall include at a minimum:

1. **A site plan that includes:**
 - a. **Size and location of all existing and proposed structures:**
 - b. **Boundary line survey information:**
 - c. **Use of all unoccupied space around the structures(s):**
 - d. **Measured distances of structures for setbacks from road right of way and distances to side and rear boundary line:**

- e. Location and establishment of drainage ways and associated right of ways and side and rear boundary lines:
 - f. Location of all public utility services (including road right of ways and side and rear boundary lines):
 - g. Location of driveway(s), curb cut(s), parking areas (including size, location and number):
 - h. Designation of any deeds pertaining to the lot, including but not limited to: electrical, gas, water and sewer system.
2. Elevations of front, side, and rear of all building(s).
 3. Footers, foundation, floor, roof, and structural plans.
 4. Doors, windows and finish schedules.
 5. Section, details and connections.
 6. Material designations.
 7. Electrical floor and ceiling plans including but not limited to: lighting receptacles, motors and equipment, service entry locations, line diagrams and wire sized, and conduits and breakers.
 8. Plumbing floor plan including fixtures, pipe sizes, equipment isometrics, fixture schedule and sewage disposal.
 9. Mechanical floor and ceiling plan including equipment distribution location with size and flow, location of dampers and safeguards.
 10. When required, adequate engineering details of structural, mechanical plumbing and electrical work (including but not limited to: computations, stress diagrams, and/or other technical data).
 11. Design loads for floors, roofs, stairs, walls, etc.
 12. Details of maintenance of fire resistance ratings where penetrations are made in building assemblies.
 13. Utility releases for demolition.
 14. Intended construction classification(s).
 15. Designation of number of occupants to be accommodated in rooms and space (except one, two, and multi-family structures).
 16. Location, construction, size and character of all exit ways.
 17. Fire resistance ratings of all structural elements and supporting data.
 18. Details of chimneys, vents, ducts, and their connections.
 19. Details of fire protection systems, including design considerations.
 20. Details of all temporary construction safeguards.
 21. Details of all signs and display structures.
 22. Details of elevator, dumbwaiter, moving stairs, and conveyor equipment.
 23. Details of plastics used in construction.
 24. Energy Conservation Code Compliance.
 25. The Code Enforcement Officer may require additional information.

INFORMATION SHEET

1. Septic permit, all plans for OWTS's **NOT** defined as conventional must be submitted for review and **APPROVAL** of the Oswego County Health Department prior to construction.
2. Drawing of building
3. Show side shot of walls with materials used
 - Pitch of roof
 - Smoke detectors shown on plans
 - Footer information, size, depth
 - Foundation wall, block size, poured size
 - Insulation in walls, ceilings, basement to meet new code
 - Plans by Architect or Engineer
4. Copy of survey
 - Plot location of structure
 - Number of feet from sides, rear and front of property boundaries
5. Certificate of Insurance from Contractor or Affidavit of Insurance
6. **WITHOUT ANY ONE OF THE ABOVE WE CANNOT LEGALLY PROCESS YOUR APPLICATION, SO PLEASE MAKE SURE YOU HAVE EVERYTHING ON THE LIST WHEN YOU BRING IN YOUR BUILDING PERMIT APPLICATION.**

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

Dear Building Permit Holder:

The issuance and finalization of this Building Permit are contingent upon all required inspections being performed at the required intervals. Inspections are required at the following intervals:

- 1) **FOOTERS:** Once the footers are formed, prior to pouring the concrete.
- 2) **FOUNDATION:** Once the anchor bolts, sill plates, and perimeter drains are in place, prior to framing and backfilling
- 3) **FRAMING:** Once framing is 100% complete, prior to any sheet rocking.
- 4) **INSULATION:** Once insulation is complete, prior to any sheet rocking.
- 5) **ROUGH PLUMBING:** A pressure test (using either water or air) must be applied to all water and waste lines.
- 6) **ROUGH ELECTRICAL:** Via New York Board of Fire Underwriters, Electrical Inspectors. See list of inspectors in this area on Important Phone Number List.
- 7) **FINALS:** Once everything is complete, prior to Occupancy/Use of the new structure. (Final electrical inspection and final septic approval also required to obtain Certificate of Occupancy / Completion.)

You may call us during the hours of 8:00 a.m. to 4:00 p.m. at 343-0485 to schedule an inspection. **YOU MUST GIVE 24 HOURS NOTICE FOR A FOOTER AND FOUNDATION INSPECTION.**

We look forward to helping you through your endeavors.

Thank you.

Building Inspector

Affidavit of Exemption to Show Specific Proof of Workers Compensation Insurance Coverage for a 1, 2, 3, or 4 Family Owner-Occupied Residence

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 line).

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individuals(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.

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 R
- 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

Homeowners Name Printed

Home Telephone Number

Property Address that requires the building permit:

BLUEPRINTS REQUIRED

(see Building Inspector if questions)

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, including barns, sheds, poultry houses, and other buildings other buildings used solely and directly for agricultural purposes; nor to residence buildings of gross area of 1500 square feet or less, not including garages, carports, porches, cellars or uninhabitable basements or attics; or

* Alterations, \$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.

Asbestos removal requirements

New York State Labor Law (Article 10, Section 24, section 241.10) and the code require a survey of the impacted portion of the building to be performed to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building.

The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor Asbestos Control Bureau. Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed.

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)

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: _____ Zoning District _____

Reason for Refusal of Permit

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

SURVEY MAP OR DRAWING MUST BE SUBMITTED WITH A DIAGRAM OF BUILDING LOCATION INDICATED.

A plot map/survey must be prepared and attached hereto and locate clearly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines.

10. Roofing:
 A. Sheeting _____ Size _____
 C. Underlay _____
 B. Roofing _____ Weight _____
11. Interior Walls:
 A. Plaster _____ Dry Wall _____
 B. Sheetrock-Size-Walls _____
12. Decks: Covered _____ Enclosed _____
 A. Length _____ Width _____
 C. Joists Size _____
 B. Footing Size Depth _____
 D. Decking Material _____
13. Porches: Covered _____ Enclosed _____
 A. Footing Size _____ Depth _____
 C. Foundation _____ Size _____
 B. Below Grade _____
14. Stairs: (Well hole Opening)
 A. Basement _____
 C. Hand Rail _____
 B. Main or Attic _____
15. Plumbing:
 A. Sink _____
 C. Water closet _____
 E. Stall Shower _____
 B. Laundry _____
 D. Bath Tub _____
 F. Laundry Traps _____
16. Plumbing Vents:
 A. Toilets _____ Thru Roof
 C. Shower (Stall) _____ Thru Roof
 B. Sink _____ Thru Roof
 D. Laundry Tubs _____ Thru Roof
17. Sewage Disposal:
A. Public Sewage Approved By Local Sewer Dept
18. Heating
 A. Hot Water/Steam _____
 C. Fuel/Electric _____
 B. Forced Air _____
19. Insulation:
 A. Roofing _____
 C. Wall _____
 B. Ceiling _____
20. Garages (Attached) _____ (Under Living Space) _____ garage capacity _____
 A. Footing Size _____ Depth _____
 C. Type Construction _____
 B. Foundation Size _____
 D. Fireproofing _____

SPECIFICATIONS AND DESCRIPTIONS OF MATERIALS

Job Site: _____

Owner: _____

Address: _____

Contractor/Builder: _____

Address: _____ Phone No. _____

1. Foundations:

Footings ___ Mix ___ Size ___ Slab Ground Cover _____ Crawl Space Ground
Cover _____

Foundation Wall Material _____

Interior Foundation Wall _____

Columns – Material ___ Insulation ___ Foundation Vents _____

Girders _____ Material & Size _____

Waterproofing _____ Insulation between joints _____

Piers – Size _____

Footing Drains _____

Inside to Sump Pit _____

Outside _____

2. Solid Fuel Burning Appliances:

A. Make/Model _____

B. Type of Fuel wood coal

C. Flue Type _____

D. Chimney Type _____

E. Clean out Door Yes No

3. Exterior Walls:

A. Wood Frame _____

B. Sheathing _____

C. Siding _____

D. Masonry Veneer _____

E. Building Paper _____

F. Lintels _____

4. Floor Framing:

A. Joists Grade _____ Size _____

B. Bridging _____

5. Sub flooring:

A. Material _____ Size _____

B. Laid _____

6. Finish Floor:

A. Material _____

B. Asphalt or Rubber _____

7. Partition Framing: A. Stud Wood _____ Spacing _____ OC

8. Ceiling Framing:

A. Joists _____ OC Bridging _____

9. Roof Framing:

A Rafters _____ OC Collar Ties _____

B. Ridge Size _____ OC Trusses _____ OC

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9/2012

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

APPLICATION NEW HOUSE ADDITION ALTERATION

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) _____

e-mail: _____

Square Footage of Project _____ Cost of Project _____

Contractor: _____ Phone # _____

Required: Contractors Worker's Comp Form C-105.2 OR U-26.3

P.E. Name: _____

Check Applicable Items:

Occupied As: _____

Residential _____ Commercial _____
One Story Two Story Other _____
Specific type of addition _____
Chimney Construction _____
Solid Fuel Burning Device _____
Insert _____
Deck _____ New ___ Replacement _____
Porch _____ New ___ Replacement _____
Other _____

SIGNATURE OF APPLICANT

INSPECTOR

Permit Notes

TO BE COMPLETED BY TOWNSHIP

Building Application Fee _____ Date Paid _____ Received by _____

Building Permit Fee _____ Date Paid _____ Received by _____

Permit # _____ Permit Issue Date _____ Date Expires _____

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

	<u>New</u>	<u>Existing</u>
Number of Full Baths	_____	_____
Number of Half Baths	_____	_____
Number of Bedrooms	_____	_____
Fireplace <input type="checkbox"/> Yes <input type="checkbox"/> 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 # _____