

Requirements for a building permit:

Overview:

When building without a permit: It is not the Code Enforcement Officers fault that you decided to build a deck or structure without obtaining a building permit and without the required inspections. A Certificate of Occupancy will not be issued unless everything is uncovered with approved plans. Your other choice is to get a NYS Licensed Engineer and or Architect to stamp and signed his seal to your plans including a sealed/signed letter that the structure conforms and meets all NYS Fire & Uniform Codes.

It is your responsibility to submit clear and concise plans: The Code Enforcement personnel are not designers. We cannot tell you how to design everything required to conform to the NYS Fire & Uniform Codes. It is your responsibility to submit, detailed, clear and concise plans and specifications (manufacturer) for Code Enforcement to review. No construction work shall be permitted without all the required construction documents by being submitted, approved/accepted and the building permit issued.

Submission of your permit: Once you submit your plans with application, your permit is not approved. This is in pending status and work cannot proceed until the building permit is approved.

If you are in question if a permit is required-

Please call our office- (607) -648-4809 X5 or e-mail ordinance@townofchenango.com

Requirements for permits:

- Work that needs compliance with NYS Uniform Codes.
- New Homes
- Additions, alteration, renovations
- New Commercial
- Residential and Commercial remodeling, additions and alterations.
- All decks
- Garages, Barns including Pole Barns and pavilions
- All sheds- accessory structures including permanent tents
- Changes to a building system- fire, alarms, sprinklers, smoke detection systems, commercial cooking appliances
- All structural changes
- Any electrical work
- Any Plumbing work
- All signs
- Chimney, fireplace, woodstove, inserts- any work in new, relining, re-building
- Outdoor furnaces- wood boilers
- Swimming Pools above and in ground- anything 24" deep.

Building plans- prepared and stamped a professional architect or engineer, licensed in this state per NYS education Law. Building plans are required for all major construction projects/additions. Acceptance of plans for any project is determined by quality of submitted documents. Contact Ordinance office if in doubt. **No review shall proceed if any of the requested items is omitted or incompletely submitted with fees paid.** The registered design professional shall sign and seal their design on every page bearing his seal. **Upon application your permit is in “pending status” and No work shall proceed until the building permit is “APPROVED”.**

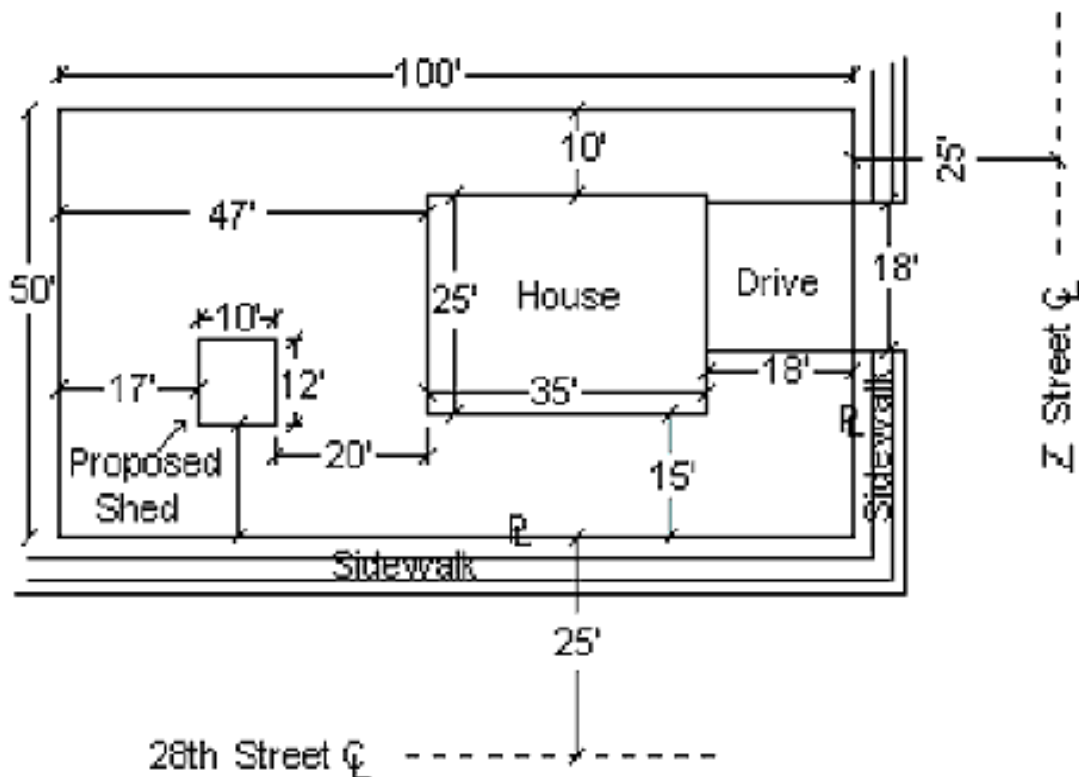
1) **Permit application**: owner and contractor contact information.

2) A **site plan** - this shows the location of the building with regards to the front, side and rear property lines by dimensions/distances with dimensions of the new structure. Showing/labeling existing and new construction

Label- sewer, water, utilities

Note - Corner lots have two frontages.

Example site plan:



3) **Construction Documents/plans**: the basic clear and concise plans is for plans that can be given to any builder and they can build your project from the plans submitted.

Cover Sheet: each page shall be NYS stamped and signed, bear the name, address, block, lot number of the project, the name, address and telephone number of the design professional, Code references, Flood Zone, Drawing title, the scale, Sprinklered (what areas sprinklered) and what NYS Codes used (year referenced and date of submission).

Permit Review Requirements:

Commercial or Residential (when applicable)

- **Site/Plot Plan** –showing all dimensions, parking details
 - Accessible/Handicap parking with signage, parking locations, signage, exiting and entrance and ramp details.
- **Food service facilities** - Health department approvals
- **Engineer final statement**- that all work was done according to his/her plans/design
- **Building Type** – type of construction
- **Occupancy Classification Group** - Use group
- **Occupant Loads**- actual and calculated
- **Building Floor Area**-
- **Accessory use**- list
- **Incidental use**-list
- **Rated construction**- identify location and provide details
 - Rated corridors
 - Occupancy separation walls
 - Fire Walls -interior and exterior
 - Exit passageways
 - Horizontal exits
 - Exterior walls-distances from property lines and other bldgs..
 - Location of Fire Barriers
 - Shafts- including mechanical installations
 - Stair enclosures
 - Fire separation
- **Height and area**
- **Mixed use occupancies**, List- separated, and non-separated
- **Fire Protection Plan**- smoke carbon& heat detectors, alarms, fire department hookups, fire extinguishing systems, sprinklers, exit signs, emergency lighting/illumination & related.(May include on Electrical plans)
 - List & Locations of all installed Fire & Water Protection systems/
Fire prevention

- **Floor plan –Framing plan-** dimensioned of the interior - Drawing(s) of the floor layout(s).
 - Wall, floor and roof sections
 - Existing residence square footage
 - Proposed Sq. ft. of every room or space within plans including additions- includes every level or story
 - Location of all exits- new and existing
 - Smoke and Carbon Monoxide Detector locations
 - Label room usage- (label conditioned and unconditioned space)
 - Door, window, glazing schedule in new construction
- **Elevation Plans-** Overall Height
 - Floor to ceiling heights
 - Front, side rear views depicting project as finished
 - Exterior elevations with all structures
- **Plumbing Plans**
 - Grease removal device location
 - Fixtures and piping
 - Gas lines
 - Water lines boiler & water heater locations
- **Mechanical Plan-HVAC-Air Conditioning**
 - Furnace locations
 - Type of heat
 - Unit specifications, make types, sizes and efficiency proof/ Energy calculations
 - Fire dampers
 - Kitchen cook hoods, hood ventilation systems
- **Electrical Plans**
 - Receptacles, switches, area lighting, exhaust fan locations
- **Foundation Plan**
 - Footing/ Frost wall/ CMU/ ICF Slab, etc- details
 - Concrete specifications
 - Foundation drain details
 - Reinforcement
- **Structural Details**-cross sections and design loads (live and dead loads)
- **Geotechnical/Soils** - report & class/ Soil Bearing capacity
- Landscaping and irrigation details
- **Chemicals list**-(quantities and explanation of process)
- **Means of egress plan**
 - Travel distance dimensions. (including exiting)
- Provide manufacturer specs of units and equipment
- List of **Special Inspections** -reports
 - Identify each special inspector assigned to each special inspection w/ certification

- **Energy Code requirements–“Mandatory”** all new construction, additions and renovations must comply with applicable requirements of the Energy Conservation Construction Code of New York State-2010 (ECCCNYS): (See exceptions E101.4.3)
 - **Audit-** www.energycodes.gov/rescheck.
 - Complete Thermal Envelope
 - Air Sealing details- All air sealing shall be done
 - Heating and Cooling load calculations for equipment sizing- HVAC system/ duct design.
 - Electric panel- listing of R-Values
 - Attic access- shall meet same R-value as ceiling/walls

- **Workers Comp/Insurance**
- **All builders, contractors involved-** insurance papers
- **Health Department Plans-** Septic’s- Their approvals- copy required
- **Storm Water Management Plan-** (SWPP) required by NYSDEC if construction site is disturbing more than five acres of land.
- **Flood Plain/ Zones-** Flood plain permit - elevation certificate
- **Planning Board Approval-** new business, change of use, etc.
- **All water and sewer hook ups** shall be inspected and approved by the Town’s water dept. before backfill.
- **Demolition-** Asbestos survey
- **Erosion and Sediment Control Plan** application-
 - Disturbance of more than 10,000 Square feet and less than 1acre
 - Movement and or fill involving 50 and less than 250 cubic yards of fill, sod, sand, gravel or stone.
 - Laying and or replacing underground pipe for 300 feet or more
 - Disturbance of a road ditch, drainage swale, or other channel 30 feet or more.

If not required, at a minimum, best management practices for erosion and sediment control must be employed during construction.

Inspections: Make sure all required inspections are performed, including final Inspection. Failure to notify our department will result in refusal to issue a Certificate of Occupancy or Certificate of Compliance for the project.

You are required to call when the project is finished

Construction or work for which a permit is required shall be subject to inspection by the *code enforcement official*.

Required approvals. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the *code enforcement official*. The *code enforcement official*, upon notification, shall make the requested

inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *code enforcement official*.

Approved inspection agencies. The *code enforcement official* is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

Inspection requests. It shall be the duty of the holder of the permit or their duly authorized agent to notify the *code enforcement official* when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

Reinspection and testing. Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with the code. The work or installation shall then be resubmitted to the *code enforcement official* for approval by inspection and testing.

Reinspection. A building shall be re-inspected when determined necessary by the *code enforcement official*.

Final inspection. The building shall have a final inspection and **not be occupied until approved.**

Suspension and/or revocation. The *code enforcement official* is authorized to suspend and/or revoke a notice of approval if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit in writing which was issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure, premise, or portion thereof is in violation of any ordinance or regulation or any of the provisions of NYS code.