

*Commercial Guidelines*  
**Permit Submittal Requirements For  
New Buildings, Additions or Alterations**

*Revised 3/2023*

---

THE FOLLOWING INFORMATION IS NEEDED FOR THE PERMIT REVIEW PROCESS:

APPLICATION FOR PERMIT completely filled out, with owner's signature on the application.

THREE SETS (2 Paper and 1 Digital tiff. Format) of detailed and dimensioned civil, architectural, mechanical, electrical, plumbing and structural plans including floor plans, elevations, room uses and locations, suppression and alarm system(s), site plans etc. signed and sealed by a New York State registered architect and/or licensed engineer. One set will be returned as "job set".

- D Foundation plan with complete details (Building Code of NYS 2010)
- D Floor plans with window and door sizes and complete dimensions.
- D Structural drawings including sections and elevations
- D Fire stopping components and systems must be listed and compatible.
- D Electrical details and drawings in compliance with NFPA 70.
- D Plumbing details with fixture layout and line details (Plumbing Code of NYS, 2010)
- D Mechanical details showing equipment layout and calculations (Mechanical Code of NYS 2010 / Fuel Gas Code of NYS 2010)
- D Details of special inspections required by Chapter 17 of the Building Code of NYS 2010 (where applicable).
- D **Key Box Location**
- D Details of locations for Fire Extinguisher placement.
- D Where trusses are used, details of the truss layout and copy of the truss certificate.
- O A truss identification sign shall also be required per the Building Code 19-NYCRR, 1264

ONE SET of structural calculations and soil reports.

DOCUMENTS shall bear the stamp and signature of the design professional who shall be licensed in New York State.

CODE ANALYSIS is required, to include: codes and design criteria used type of construction, size & height limitations, occupancy groups and loads, exiting requirements and cafes, travel distance, fire protection, suppression and alarm systems, location on lot, etc.

EROSION CONTROL MEASURES must be installed to protect adjacent properties, swales and drainage areas.

CONTRACTOR INFORMATION (include all trades) address, phone number and fax number, including a current certificate of insurance for workers compensation, disability and general liability (see handout Contractor's Insurance Requirements)

ARCHITECTURAL PLANS shall include: fully dimensioned floor plans of all levels showing all room uses, size, exiting, etc.; fully dimensioned exterior wall elevations; square footage of building (existing & proposed); cross sections detailing roof, ceiling, interior & exterior walls; specifications detailing all pertinent requirements and equipment; penetration details of all required fire-stopping (3rd party inspection may be required); mechanical, electrical, plumbing plans, fire alarm and suppression plans.

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE shall be documented, including the extent of their responsibilities through the construction phase until project completion.

SPECIAL INSPECTIONS shall be as required per the Building Code of New York State, Chapter 17 and shall be duly noted on the plans.

ACCESSIBILITY for the physically disabled shall be documented as part of the code analysis (in accordance with Building Code of NYS & ANSI A17.1 2003) and shall be stamped and signed by the design professional. The owner, contractor and developer are also responsible for compliance with the Americans with Disabilities Act (ADA) and the Fair Housing Act (ICC/ANSI A17.1).

ENERGY REVIEW documentation is required showing compliance with the most current Energy Code of NYS requirements.

FLOOD PLAIN application and verification of elevations shall be provided as required, if the project is located in the Special Flood Hazard Area (SFHA), an application for flood plain development shall be submitted.

ELECTRICAL WORK application shall submitted from an Electrical Inspection Agency approved by the Town of Cazenovia. Central New York Electrical Inspection Services LLC (315) 633-0027, Commonwealth Electrical Inspection Service Inc. (315) 624-2380, Middle Department Inspection Agency 1-800-873-6342 and The Inspector (315) 247-9162.

DRIVEWAY/HIGHWAY WORK PERMIT from applicable state, county or town highway agency shall be required before a permit is issued.

Permits take an average of 5-10 days for alterations or additions and up to 20 days for new construction (after final site plan approval).

Planning & Zoning Department

7 Albany Street, Cazenovia, New York 13025 Tel: (315)655-9213 X 3 or 655- 5896 Fax: (315)655-2556

Mail  Pick up

## APPLICATION FOR PERMIT

<b>FOR TOWN USE ONLY</b>		Application No. _____	Permit No. _____
Date Submitted _____	Permit Fee \$ _____	Map No. _____	
Date Approved _____	Receipt No. _____	Zoning District _____	
Date Denied _____	Check No. _____	Occupancy _____	Construction _____
Article _____		PB/ZBA File _____	
Section _____		Date Approved _____	
_____ Approved By		_____ Conditions of Approval	

**Print or Type clearly and fill in all spaces that apply!**

Application is hereby made to the Director of Planning & Development for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion of any building or premises or part thereof in the Town of Cazenovia.

Address of Property: _____		Zip Code: _____
Tax Map Number: _____		
Name of Property Owner: _____		Phone #: _____
Address (City/State/Zip): _____		E-mail: _____
Tenant Company Name: _____		Fax #: _____
Applicant Name: _____		Phone #: _____
Address: _____		E-mail: _____
Designer Name: _____		Phone #: _____
Address: _____		E-mail: _____
Name of Contractor _____		Phone #: _____
Address (City/State/Zip): _____		E-mail: _____
Insurance Company: _____	Policy#: _____	Expiration Date: _____
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable – work not identified will require separate application form.)		
<input type="checkbox"/> New building	<input type="checkbox"/> Move building	<input type="checkbox"/> Addition
<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition/Remove	<input type="checkbox"/> Roofing
<input type="checkbox"/> Shed	<input type="checkbox"/> Fire Protection System	<input type="checkbox"/> Fence
<input type="checkbox"/> All others (Describe)	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Swimming pool/Spa
	<input type="checkbox"/> Fire Repair	<input type="checkbox"/> Foundation
	<input type="checkbox"/> Fireplace/stove	<input type="checkbox"/> Mechanical work
	<input type="checkbox"/> Garage	<input type="checkbox"/> Temporary tent
Describe proposed work, including use and size of all items checked above:		
The application must contain all information found on the handout sheet to be considered complete and to be processed.		
Parcel type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other		
# Dwelling units: _____		Square feet: _____
Estimated VALUE of all work, materials and labor for the work under this application: \$ _____		
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No		

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_