

NO BUILDING PERMITS WILL BE ISSUED UNTIL THE FOLLOWING ITEMS ARE INCLUDED WITH THE PERMIT APPLICATION

Information for one- or two-family dwellings including town homes.

BUILDING PERMIT APPLICATION

1. Submit a completely filled out application with the property owner's signature or contractor's signature.

SITE PLAN - Submit accurate site plan for review and approval, including:

1. Location of the proposed dwelling and other proposed buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance and the approved subdivision regarding setback requirements.
2. Distances from buildings and structures and to property lines shall be shown.
3. Show easements (structures may not be constructed on these) and drainage patterns.
4. Show locations of existing and proposed driveways for property.
5. Indicate the stormwater management features in compliance with the SWPPP approved (if required).

ADDITIONAL REQUIREMENTS - One (1) complete set of plans and specifications (signed and sealed by a New York State registered architect or licensed engineer) detailing all work to be completed, including, but not limited to:

1. Foundation plans with complete details
2. Floor plans with window and door sizes and dimensions, all-natural light and ventilation calculations, and all Emergency Escape windows for all habitable spaces
3. Structural drawings including sections and elevations
4. Electrical details with one-line drawings and layout, including smoke detector and carbon monoxide detector locations
5. Mechanical details showing all equipment layout and calculations for sizing
6. Plumbing details with fixture, line and venting details
7. Energy Code Compliance - a compliance report submitted with the following:
 - a. a statement indicating that the proposed design complies with Section R405.3
 - b. an inspection checklist documenting the building component characteristics of the proposed design as indicated in Table R405.5.2(1) - the inspection checklist shall show results for both the standard reference design and the proposed design with user inputs to the compliance software to generate the results
 - c. a site-specific energy analysis report that is in compliance with Section R405.3
 - d. the name of the individual performing the analysis and generating the report
 - e. the name and version of the compliance software tool
8. If using trusses, or any other engineered lumber, please provide the sealed drawings from the manufacturer, including the layout plans
9. Please provide the contractor's complete name address and telephone numbers, and a Certificate of Insurance for Workers Compensation and Disability (only approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractors liability insurance

If the homeowner is doing the work for the project, please attach form BP-1 (Residential Exemption)

10. Electrical Inspections must be performed by a third-party inspector that is recognized by the Town of Cazenovia to perform those inspections – the following is a list (not complete) of the inspectors to choose from:
 - a. CNY Electrical Inspections – 315-633-0027
 - b. Atlantic-Inland NY – 1-607-753-7118
 - c. Middle Department – 1-518-273-0861
 - d. The Inspector – 1-800-487-0535
 - e. Commonwealth Electrical Inspections – 315-440-4070
11. If required, please obtain a driveway permit issued by the applicable state, county or town highway department.

INSPECTIONS REQUIRED:

1. a schedule of required inspections will be given at the time the permit is issued
2. it is the builder and/or property owner's responsibility to schedule all required inspections and re-inspections by calling the Planning & Zoning Department (315-655-5896 or 655-9213 X 3)
3. any rejected inspections must be re-inspected after the items have been corrected – a scheduled appointment will need to be made (an additional fee may be assessed)
4. typically, a footing, framing, insulation, electrical, plumbing, mechanical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of occupancy
5. the building cannot be occupied, in whole or in part, without a certificate of occupancy being issued by the Planning & Zoning Board Department
6. an as-built survey showing elevations for all corners of the building and a statement from the surveyor that the final grade is in substantial compliance with the approved subdivision drainage plan.

BUILDING PERMIT FEES

FEE NAME	AMOUNT	FOR OFFICE USE ONLY
Minimum Fee:..... (Include with each permit)	\$15.00 ...	\$ _____
Area Fee:..... (Only Fence Permits are exempt)	\$3.50Ea. 100 Sq. Ft...of new area...	\$ _____
Inspection Fee:..... (Only Fence Permits are exempt)	\$35.00Per inspection...	\$ _____
Septic System Fee:..... (Include with each permit requiring new system or modification of existing system)	\$60.00 ...	\$ _____
TOTAL BUILDING PERMIT FEE		\$ _____

INFORMATION REQUIRED ON CONSTRUCTION DOCUMENTS

To receive a building permit, the following information is required to be contained within construction documents.

ENERGY CODE COMPLIANCE PATH

One of the following energy code compliance paths indicated clearly on the plans

- 2020 ECCCNYSL
 - Prescriptive
 - Prescriptive with envelope tradeoffs – Supply REScheck or other approved U_{overall} calculations
 - Simulated Performance Alternative – Supply IECC Energy Cost Report
 - Energy Rating Index Alternative – Supply Preliminary ERI Report and Energy Code Checklist

BUILDING THERMAL ENVELOPE

- Continuous building thermal envelope depiction

- Typical cross-sections for each unique assembly type including callouts for:
 - Insulation R-values, materials, and installed thickness
 - Fenestration U-factors and solar heat gain coefficients (SHGCs)
 - Primary air barrier method, materials, and location

- Construction details for the following, if included in the scope of the project
 - Slab on grade with insulation extending downward from the top of the slab
 - Insulated corners: Framing allows space for insulation
 - Insulated headers: Insulation installed in headers as space allows
 - Fireplaces on exterior walls: Air barrier between insulation and fireplace insert
 - Dropped ceiling/soffit: Air barrier aligned with insulation
 - Porch roofs: Exterior wall sheathing extends behind intersection with porch roof
 - Skylight shafts: Shaft walls are insulated and include attic-side air barriers
 - Showers/tubs on exterior walls: Air barrier located between wall insulation and the shower/tub
 - Knee walls: Air barrier on attic side of knee wall, top plate installed, blocking between floor joists under knee wall
 - Blocking between joists above walls separating garages from conditioned space
 - Cantilevered floors: Insulated with solid air barriers underneath insulation and blocking between joists
 - Attic access hatches: Weatherstripped and insulated to the same R-value as the surrounding surface

- Notes indicate that insulation is to be installed per manufacturer's installation instructions or RESNET Grade I

HEATING AND COOLING SYSTEMS

Thermostats

- Thermostat type and location

Ducts and Air Handler

- Duct and air handler locations
- Notes or drawings specify insulation R-values for ducts in unconditioned spaces
- Note indicating that HVAC contractor will seal ducts to 4.0 cfm/100 ft² conditioned floor area with UL 181 products appropriate for the duct material type. (Testing not required if all ducts are located completely within conditioned space.)
- Furnace and air conditioner or heat pump specifications

HVAC Design Worksheet

- Completed *Heating and Cooling Equipment Worksheet* (page 1)
- Completed *Whole-house Mechanical Ventilation Worksheet* (page 2)

HVAC Piping

- Notes or drawings indicate HVAC pipe insulation R-values (e.g. hydronic systems, refrigerant lines)
- Notes or drawings indicate HVAC pipe insulation protection for pipes/insulation located outdoors (e.g. refrigerant lines)

SERVICE HOT WATER PIPING

- Hot water pipe insulation R-value for pipes meeting any one of the following conditions
 - $\geq \frac{3}{4}$ " nominal diameter
 - Located outside conditioned space
 - Between the water heater and a manifold
 - Underground or in a slab
 - Serving more than one dwelling unit
 - Supply and return piping in recirculating hot water systems other than demand recirculating systems

LIGHTING

- Lighting schedule or notes indicating percentage of high-efficacy lighting

RESIDENTIAL DUCT & ENVELOPE TESTING (DET) FORM

House Address: _____ Permit #: _____ Date: _____

Permit holder: _____ Phone: _____

I. Building Envelope Air Leakage (mandatory):

Blower door test (Mandatory)

Test Result:

Fan Flow at 50 Pascals = _____ CFM50 Total Conditioned Volume = _____ ft³

ACH50 = CFM50 x 60 / Volume = _____ ACH50*

Testing company: _____ Phone: _____

Tester Name (print): _____ Signature: _____ Date: _____

BPI or HERS certification number: BPI no: _____ HERS Rater no: _____ HERS RFI no: _____

*For Simulated Performance Alternative and Energy Rating Index Paths, value must match IECC Energy Cost Report or Final ERI Report

II. Heating and Cooling System Duct Leakage

I certify that all portions of the ducts are located entirely within the building thermal envelope. Testing is not required.

Owner or approved third party signature: _____ Date: _____

Total duct leakage test

Energy code compliance path: Prescriptive (including REScheck) Performance or Energy Rating Index

Type of test performed: Rough-in with air handler Rough-in without air handler Post construction

Test Result System 1:

Fan Flow at 25 Pascals (CFM25) _____ CFM Conditioned Floor Area (CFA) served by system = _____ ft²

CFM25 / CFA x 100 = _____ CFM/100 ft²

Test Result System 2 (if present):

Fan Flow at 25 Pascals (CFM25) _____ CFM Conditioned Floor Area (CFA) served by system = _____ ft²

CFM25 / CFA x 100 = _____ CFM/100 ft²

Testing company: _____ Phone: _____

Tester Name (print): _____ Signature: _____ Date: _____

BPI or HERS certification number: BPI no: _____ HERS Rater no: _____ HERS RFI no: _____

RESIDENTIAL HVAC DESIGN FORM

WHOLE-HOUSE MECHANICAL VENTILATION DESIGN WORKSHEET

House Address: _____ Permit #: _____ Date: _____

Permit holder: _____ Phone: _____

1. Fill in the conditioned floor area and number of bedrooms for the dwelling:

Conditioned Floor Area = _____ ft² Number of bedrooms = _____

2. Circle the required airflow value on the table below:

RCNYS Table M1505.4.3(1)
Continuous Whole-House Mechanical Ventilation System Airflow Rate Requirements

Dwelling Unit Floor Area (square feet)	Number of Bedrooms				
	0-1	2-3	4-5	6-7	>7
	Airflow in CFM				
< 1,500	30	45	60	75	90
1,501 – 3,000	45	60	75	90	105
3,001 – 4,500	60	75	90	105	120
4,501 – 6,000	75	90	105	120	135
6,001 – 7,500	90	105	120	135	150
> 7,500	105	120	135	150	165

3. Does the fan operate continuously or intermittently? Continuous Intermittent

4. If the fan is to be operated intermittently *on a pre-set schedule*, multiply the airflow value from Table M1505.4.3 (above) by the appropriate value in Table M1505.4.3(2) (below).

RCNYS Table M1505.4.3(2)
Intermittent Whole-House Mechanical Ventilation Rate Factors

Run-time Percentage in Each 4-hour Segment	25%	33%	50%	66%	75%
Factor	4.0	3.0	2.0	1.5	1.3

5. Enter the required airflow = _____ CFM

6. **R403.6.1. Fan efficacy.** Enter the following information regarding the specified fan:

Rated fan airflow = _____ CFM Fan make: _____

HVI-rated fan efficacy = _____ CFM/Watt

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

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RESIDENTIAL HVAC EQUIPMENT DESIGN WORKSHEET HEATING AND COOLING EQUIPMENT

House Address: _____ Permit #: _____ Date: _____

Permit Applicant: _____ Phone: _____

Requirements:

- R403.1.1** All thermostats are programmable
- R403.3.1** Ducts in unconditioned spaces are insulated
 - ≥ 3" diameter insulated to ≥ R-8 in attics and ≥ R-6 elsewhere
 - < 3" diameter insulated to ≥ R-6 in attics and ≥ R-4.2 elsewhere
- R403.3.2.1** Air handler has manufacturer's designation of ≤ 2% air leakage when tested per ASHRAE 193
- R403.3.3** Completed *Duct and Envelope Testing Form* will be submitted to the inspector
- R403.4** HVAC pipe insulation is R-3 minimum (e.g. hydronic systems, refrigerant lines) and outdoor insulation is protected
- R403.7** Manual J report, including heating and cooling design loads, is attached
- R403.7** Heating and cooling equipment have been selected in accordance with Manual S, based on loads calculated in accordance with Manual J (see below)

Complete the following based on the attached Manual J report:

Design loads:

Design cooling load _____ (Btu/h)

Design heating load: _____ (Btu/h)

Equipment specifications:

Cooling system output capacity _____ (Btu/h)

Cooling equipment make: _____

Cooling equipment model: _____

Heating system output capacity: _____ (Btu/h)

Heating equipment make: _____

Heating equipment model: _____

- Manual S.** Specified *cooling* equipment capacity is ≤ 1.15 times the design load or the next larger nominal size, whichever is greater. (Exception: Heat pumps may exceed the design load by 1.25 times or the next nominal size.)
- Manual S.** Specified *heating* equipment capacity is ≤ 1.40 times the design load or the next larger nominal size, whichever is greater

- RCNYS R303.4** Whole-house mechanical ventilation worksheet has been completed (see reverse)