

# TOWN OF PALMYRA

## GUIDELINES FOR BUILDING PERMIT APPLICATIONS

### Building Permits are required for:

|                                  |                                       |
|----------------------------------|---------------------------------------|
| All new construction             | Mobile Home Removal and Installations |
| Additions to existing structures | Solid fuel burning appliances         |
| Remodeling or alterations        | Fireplace inserts (gas/wood)          |
| Utility Sheds (Over 144 sq.ft.)  | Structure relocation                  |
| Fences                           | Demolition                            |
| Swimming pools and Spas          | Change of Occupancy                   |
| Decks/ Open porches              | Roofs                                 |
| Water Heater replacement         | HVAC modifications or replacement     |
| Septic system (install/repair)   | Sewer connection                      |
| Stand-By Generators              | Solar Panels                          |

### THE FOLLOWING ITEMS ARE REQUIRED TO OBTAIN A BUILDING PERMIT:

1. Instrument survey or tape location map for permits for all exterior work. Indicate on the map the location of the proposed work with the front, side and rear yard setbacks. If applicable please show the locations of wells, septic systems and overhead power-lines.
2. A dimensional sketch with cross sectional view of the proposed work with a complete materials list. For decks and porches review The Prescriptive Residential Deck Guide.
3. For New Homes, 3 copies of the approved site plan and 2 full scale sets of architect stamped plans including site and landscaping, elevations, sections, detail schedules and specifications describing the proposed work and 1-(11x17) copy of the same drawings.
4. For new construction of additions and or renovations over 1,500 square feet or in excess of \$20,000.00, the same drawings as listed in item 3 above are required.
5. Contractors are required to provide a Certificate of Liability, Disability and Worker's Compensation Insurance. If Worker's Compensation is not required, a waiver must be filed Form CE-200

A permit will be issued, when the application has been determined to be complete, and the proposed work is determined to conform to the requirements of the New York State Uniform Fire Prevention/Building Codes, Palmyra Building and Zoning codes. It is the responsibility of the applicant to check on the status of any pending application as to additional information that maybe required. The applicant shall notify the Code Enforcement Official of any changes in the information contained in the application during the period for which the permit is in effect.

A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the New York State Uniform Fire Prevention and Building Code, Local Codes, any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

A building permit shall expire twelve (12) months from the date of issue, Pool permits expire 3 months from the date of issue or upon the issuing of a Certificate of Occupancy/Certificate of Compliance, whichever comes first. The Code Enforcement Official may, upon written request, for good cause, allow one extension for a period not to exceed six (6) months, provided that; (1) the permit has not expired, been revoked or suspended at the time the application for extension is made; (2) the relevant information in the application is up to date; (3) a renewal fee listed on the fee schedule is paid with the extension request.

#### **CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLIANCE**

No lands can be occupied or used and no building, which is erected, altered or extended, can be used until a Certificate of Occupancy/Certificate of Compliance is issued. Electrical Inspections are performed by approved third party inspection agencies. A list of the approved agencies will be provided at the time of the permit approval.

#### **FEES AND CHARGES:**

The Town Board regulates fees. An authorized fee schedule is on file in the Building and Zoning Department. Additional fees may be charged if a specific project requires Third Party "Special Inspections" such as; Electrical, Elevator or Structural Engineer Inspections, etc..

#### **INSPECTIONS:**

**Inspections need to be scheduled at least 24 hours in advance.** Call the office at (315) 597-4999. Office hours are 8:00am to 4:00pm, Monday through Friday.