

TOWN OF MARCELLUS
CODE ENFORCEMENT OFFICE

24 East Main Street
Marcellus NY 13108
315-673-3269
Fax: 315-673-9102

Bill Reagan
Code Enforcement Officer
breagan@marcellusny.com

Karen Cotter
Assistant to Codes
pbzba@marcellusny.com

BUILDING PERMIT APPLICATION PROCEDURE

- A) Complete all applicable sections of the Building Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
- Copy of your Deed (proof of ownership)
 - Copy of your Survey indicating the project location with dimensions and setbacks
 - Driveway Permit application
 - Approved, Stamped Septic Plan
 - Approved NYSDEC General Permit (If disturbing one acre or more of land)
 - Building Plans (Stamped by licensed NYS architect or professional engineer.)
 - Energy Code Certification
 - Truss Design Sheets or Certificates
 - Electrical Inspection Application from one of the following approved agencies:
NY Board of Fire Underwriters (463-8552), The Inspector (1-800-487-0535), or
Commonwealth Electrical Insp. Svc. (633-0027)
 - Plumbing Permit from Onondaga County Plumbing (435-6614)
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
(Form C105.2, WC/DB 100 or BP-1)
- D) An application is considered complete once all applicable required items have been received. The Code Enforcement Officer has ten days to review a completed application and to approve or deny same. Typical applications take 1-2 days to review.
- E) All applicable inspections listed on the reverse side of the building permit application are mandatory. Please call two days ahead to schedule inspections.
- F) LENGTH OF VALIDITY. Permits shall be valid for up to one year from date of issue. Upon application to the Zoning Board of Appeals, a one year extension may be granted, provided that such an application shall be made in writing prior to the end of the first year. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- G) If you have any questions or need assistance with your application, please contact the Code Enforcement Office:

Karen Cotter 673-3269, extension 7
Bill Reagan 673-3269, extension 4

TOWN OF MARCELLUS BUILDING DEPARTMENT
PERMIT APPLICATION

24 East Main Street, Marcellus, NY 13108
315-673-3269, Ext. 4 / Fax: 315-673-9102

All applicable sections of this application must be completed - incomplete applications will not be considered.

Type of permit requested: () Building () Zoning () Demolition () Excavation/Fill

Property Owner: _____ Date: _____

Project Address: _____ Day Time Phone: _____

Tax Map Number: _____ Zoned: _____ Subdivision Name: _____

For certification of proposed use and occupancy for construction, Town of Marcellus, County of Onondaga;
Undersigned petitions permission for (check all that apply):

() New Building () Deck / Porch () Swimming Pool () Electrical () Fence () Change of Use () Repair
() Addition () Heating Equip. () Pole Barn / Shed () Plumbing () Sign () Renovations ()

Description of the proposed project and its proposed use: _____

Project Use: () Residential () Commercial () Other: _____

Project Dimensions: Width: _____ Length: _____ Height: _____ Sq. Footage: _____

Distance from lot lines: Front: _____ Rear: _____ Side 1: _____ Side 2: _____

Lot Frontage: _____ Lot Depth: _____ Estimated value of all work - materials and labor: \$ _____

Will the proposed construction cause the disturbance of one or more acre of soil? _____

Is the project in a flood hazard zone? _____ Is the project within 100' of any wetlands? _____

For new residences and additions only: Number of bedrooms: _____ Number of bathrooms: _____

Contractor: _____ Contact person: _____

Address: _____ Phone: _____

New York State law requires that all plans, drawings and specifications relating to the construction or alteration of buildings or structures bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect (see exceptions). (Article 147, Sec. 7307)

Architect: _____ RA _____ PE _____ Lic. No: _____

Address: _____ Phone: _____

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this completed application and know the same to be true and correct. That all work done under this permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Town of Marcellus Zoning Ordinance and all other applicable regulations. I also understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

INSPECTIONS REQUIRED: I understand that I am responsible to ensure that the required building inspections **listed on the reverse side of this application** are performed as construction progresses and that in no case shall construction proceed beyond any required inspection until such construction has been approved by the Code Enforcement Officer.

CONSENT TO ENTER PROPERTY: I recognize that by signing this application, I am giving consent to employees of the Town of Marcellus to enter the subject property for the purpose of obtaining information relevant to the processing of this application. I also understand that by acceptance of a Permit, I agree to allow representatives of the Town of Marcellus access to the property covered by the Permit, at reasonable times, for the purpose of ascertaining compliance with the Permit.

SIGNATURE OF OWNER OF PREMISES:

DATE:

Official Use Only

Date Completed: _____ Date Approved: _____ Approved By: _____

Application No.: _____ Date Denied: _____ Denied By: _____

FMV: _____ Date Notified: _____

Fee: _____ Reason Denied: _____

INSPECTION SCHEDULE FOR NEW CONSTRUCTION

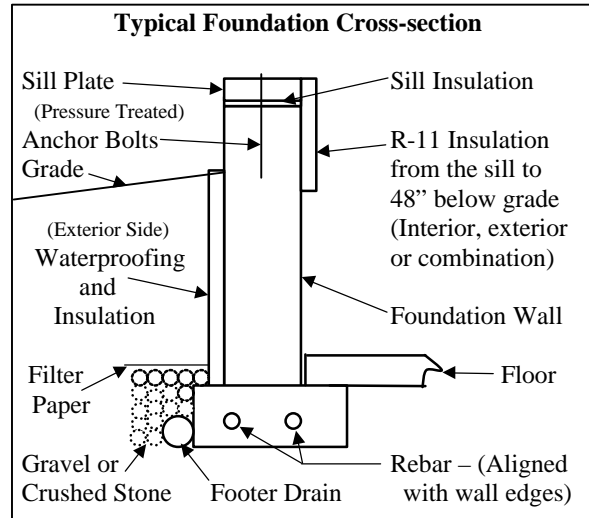
All applicable inspections listed below are MANDATORY.

1) **FOOTINGS / POSTS:**

Are to be placed on undisturbed soil, a minimum of 42" deep, formed on both sides of the concrete with 2 by X lumber, sized in accordance with the NYS Uniform Building Code. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specs, each bar to be aligned under edges of foundation. Rebar is to be located one-third up in the forms and is to be supported on chairs or wire-tied to the forms. Overlaps are to be a minimum of 24" and tied on both ends.

CALL FOR INSPECTION BEFORE ORDERING CONCRETE OR FILLING POST HOLES!

Perimeter drainage is to be installed as shown in the drawing to the right. If there is a problem with water or mud there are alternatives, please call. If a sump pump is used; a similar drainage system is required on the inside. If a walk-out basement is anticipated, the foundation in that area must be below the frostline and insulated.



COPIES OF ALL CONCRETE LOAD TICKETS THAT CERTIFY THE COMPRESSIVE STRENGTH OF CONCRETE MUST BE SUBMITTED TO THE CODES OFFICE.

- 2) **FOUNDATION:** Foundation wall including sill plate, anchor bolts (10" in length, 6' on center and 12 inches from the end of any section of sill plate), waterproofing, drainage tile and exterior insulation **BEFORE BACKFILLING.**
- 3) **FRAMING:** Vertical and horizontal members, sub-flooring and wall and roof sheathing. Interior members after electrical and plumbing rough-ins and **BEFORE INSULATING OR ENCLOSING.**
- 4) **MECHANICALS, CHIMNEYS & FIREPLACES:** To be inspected **BEFORE ENCLOSING.** Must be approved before insulation or gypsum is applied. All heating devices are to comply with Manufacturer's specs.
- 5) **ELECTRICAL:** Rough-in electrical inspection is required **PRIOR TO INSULATION OR DRYWALL.** We need to see the inspection approval from the applicable, approved inspection agency before insulation is started.
- 6) **PLUMBING:** Rough-in plumbing inspection is required **PRIOR TO INSULATION OR DRYWALL.** We need to see the inspection approval from the **ONONDAGA COUNTY HEALTH DEPARTMENT** before insulation is started.
- 7) **FIRE-BLOCKING:** Vertical and horizontal fireblocking after mechanical, electrical and plumbing rough-ins.
- 8) **INSULATION:** Batting insulation must be inspected **PRIOR TO INSTALLING GYPSUM.** If insulation is blown into attic or wall areas, venter certification is required. **INSULATION OF BASEMENT:** Joist cavities downward to 48" below grade are to be insulated with minimum R-11; inside or outside. Fire-rated material covering is required inside.
- 9) **FIRE SEPARATION:** Fire separations for attached garages are to be as follows:
5/8" type X gypsum wallboard on **garage side** of the partition between the garage and the house and 5/8" or 1/2" type X gypsum on the **house side.** Complete coverage to underside of roof deck or entire garage ceiling coverage is required. Fasteners are to be 12 inches on center along framing members and countersunk 1/32". Where a room exists above the garage all load bearing garage walls are to be covered with 5/8" type X gypsum wallboard and the fasteners on the ceiling are to be 6 inches on center. **WALLBOARD MUST BE INSPECTED BEFORE FASTNERS ARE CONCEALED.**
- 10) **FINAL BUILDING INSPECTION:** Must be performed prior to occupancy or use.*
FINAL ELECTRICAL & PLUMBING INSPECTIONS: Should be scheduled prior to final building inspection.
CERTIFICATE OF OCCUPANCY: Must be obtained **BEFORE OCCUPANCY OR USE TAKES PLACE.**
AS-BUILT SURVEY: An as-built survey (structure location plotted on final survey by a N. Y. S. licensed surveyor) is required for all new homes and projects involving variances and may be required for other projects.

**** CALL AT LEAST TWO DAYS AHEAD TO SCHEDULE INSPECTIONS ****

(This is a general inspection schedule and may not include all of the required inspections that pertain to your individual project.)

*If the applicable certificate is not obtained prior to occupancy or use, legal action will be taken as outlined in the Town of Marcellus Zoning Ordinance. Failure to have a required inspection certified by the Code Enforcement Officer will negate the issuance of a certificate.

FAILURE TO COMPLY WITH THIS INSPECTION SCHEDULE CAN RESULT IN THE ISSUANCE OF A STOP WORK ORDER, FINES NOT TO EXCEED \$1,000 AND IMPRISONMENT NOT TO EXCEED ONE YEAR.