

## TOWN OF MARCELLUS

### CODE ENFORCEMENT OFFICE

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

www.marcellusny.com

codes@marcellusny.com

### HEATING APPLIANCE / CHIMNEY PERMIT APPLICATION PROCEDURE

- A) Complete all applicable sections of the Heating Appliance / Chimney 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 survey indicating the project location with dimensions and setbacks
  - Building Plans (New York State law requires (with few exceptions) that all plans and drawings relating to the construction or alteration of buildings or structures bear the original seal and signature of a NYS registered architect or licensed engineer.)
  - Copy of the installation instructions for any manufactured chimney and appliance.
  - Contractor Insurance Certificates with Town of Marcellus as certificate holder:
    - o General Contractor's Liability Insurance Certificate
    - o General Contractor's Workman's Compensation Insurance Certificate or exemption  
(Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
- D) 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 building permit and included in this packet 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. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- H) If you have any questions or need assistance with your application, please contact the Code Enforcement Office:
- Codes Office ..... 673-3269, extension 4, codes@marcellusny.com  
Planning / ZBA .... 673-3269, extension 7, pbzba@marcellusny.com



## INSPECTION SCHEDULE FOR NEW CONSTRUCTION

All applicable inspections listed below are MANDATORY.

**1) FOOTINGS:**

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 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 to be a minimum of 24" and tied on both ends.

**CALL FOR INSPECTION BEFORE ORDERING CONCRETE.**

**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 and drainage tile **BEFORE BACKFILLING.**
- 3) **ASH PIT:** Fireplace ash pit **BEFORE ENCLOSING.**
- 4) **FIREBOX:** Fireplace firebox immediately after damper is installed.
- 5) **FRAMING:** Vertical and horizontal members. Interior members after electrical and piping rough-ins and **BEFORE INSULATING OR ENCLOSING.**
- 6) **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.
- 7) **ELECTRICAL:** Rough-in electrical inspection is required **PRIOR TO INSULATION OR DRYWALL.** We need to see the inspection approval from one of the following agencies **BEFORE ENCLOSING:** The inspector, or Commonwealth Electrical Inspection Service
- 8) **GAS LINES:** All gas lines **BEFORE ENCLOSING.**
- 9) **FIRE-STOPPING:** Vertical and horizontal firestopping after mechanical, electrical and piping rough-ins.
- 10) **INSULATION:** Batting insulation must be inspected **PRIOR TO ENCLOSING.** If insulation is blown into attic or wall areas, venter certification is required.
- 11) **FINAL BUILDING INSPECTION: Must be performed prior to use.\***  
**FINAL ELECTRICAL INSPECTION:** Should be scheduled prior to final building inspection.  
**CERTIFICATE OF COMPLIANCE:** Must be obtained **BEFORE USE TAKES PLACE.**  
**AS-BUILT SURVEY:** An as-built survey (structure location plotted on final survey by a NYS licensed surveyor) is required for 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 Law. 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 AND IMPRISONMENT NOT TO EXCEED ONE YEAR.**

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