

DOCUMENTATION REQUIREMENTS FOR OBTAINING
BUILDING PERMITS

NEW HOMES

- Application for permit & applicable fee (see inside to calculate)
- Survey of property showing proposed construction
- Seven (7) sets of plans showing construction – **MUST BE STAMPED/SEALED**
- Electrical Permit Application issued by NY Board of Fire Underwriters **OR** Middle Department Inspection Agency (apply with only **one** agency)
- Plumbing permit from Onondaga County Health (Mechanical Trades Division)
- Septic system approval from Onondaga County Sanitation Department (if applicable)
- Water meter receipt from OCWA
- Driveway permit from applicable State, County or Town agency
- Flood Plain Permit

ADDITIONS

- Application for permit & applicable fee (see inside to calculate)
- Survey showing location on property
- Other items as applicable to new homes (2 signed & stamped drawings for <1500 sq./ft or \$20,000)

REMODELING/INTERIOR RENOVATION

- Application for permit & applicable fee (see inside to calculate)
- Other items as applicable to new homes (2 signed & stamped drawings if <1500 sq./ft. or \$20,000)

FENCES

- Application for permit & applicable fee (see inside to calculate)
- Survey of property showing location of fence including height and type of fence

DECKS

- Application for permit & applicable fee (see inside to calculate)
- Survey showing location of deck
- Plan showing how the deck is constructed (size and location of posts, beams, joists, decking, and railing)

SHEDS/GARAGES

- Application for permit & applicable fee (see inside to calculate)
- Survey showing location of shed
- Plans showing construction or brochure from place of purchase
- Electrical Permit application issued by NY Board of Fire Underwriters, Middle Department Inspection Agency, Inc. or The Inspector (if electric is involved), (apply with only **one** agency)

SIGNAGE

- Application for permit & applicable fee (calculate inside)
- Drawing of Sign Type & Dimensions, see Sign Ordinance for more information on allowable sign
- Survey showing location of sign

SWIMMING POOLS

- Application for permit & applicable fee (see inside to calculate)
- Survey of property showing location of pool
- Plans or specs indicating type of pool, enclosure or height and type of fence surrounding pool
- Electrical Permit application issued by NY Board of Fire Underwriters, Middle Department Inspection Agency, Inc. or The Inspector (apply with only **one** agency)

FIREPLACES OR WOOD STOVES

- Application for permit & applicable fee (see inside to calculate)
- Electrical Permit application issued by NY Board of Fire Underwriters, Middle Department Inspection Agency, Inc. or The Inspector (apply with only **one** agency)
- Copy of manufacturers installation instructions
- Survey showing location of exterior chimney

SATELLITE DISHES

- Application for permit & applicable fee (see inside to calculate)
- Survey of property showing location of the dish
- Plans or specifications showing detail of unit