

# **CITY OF ONEIDA**

## **BUILDING PERMIT APPLICATION**

PLEASE READ THIS ENTIRE APPLICATION THOROUGHLY.

APPLICATIONS THAT ARE NOT PROPERLY FILLED OUT, AND/OR ARE TURNED IN WITHOUT PROVIDING EVERYTHING LISTED WILL NOT BE PROCESSED AND WILL BE MAILED BACK TO YOU!

## **WHEN IS A BUILDING PERMIT REQUIRED**

A Building Permit shall be required for any work which must conform to the New York State Uniform Code and/or the Energy Code, including, but not Limited to, the construction, enlargement, alteration, improvement, removal, relocation, or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney, or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.

### **2020 Building Code of New York State**

§105.2 Building Permits: No person or entity shall commence, perform, or continue any work that must conform with the Uniform Code and/or the Energy Code unless:

1. Such a person or entity has applied to the Authority Having Jurisdiction for a Building Permit;
2. The Authority Having Jurisdiction has issued a Building Permit authorizing such work;
3. Such a building permit has not been revoked or suspended; and
4. Such building permit has not expired.

Authority Having Jurisdiction: City of Oneida

## **HOW LONG DOES THE PERMITTING PROCESS TAKE?**

Applications may be made by the owner, lessee, agent of either, or by an architect, engineer, or builder employed in connection with the proposed work, but in all cases, the property owner MUST sign the application.

The permit application will be reviewed as soon as possible. Normal review times are as follows:

1. Residential Job (Stamped Architectural Plans NOT Required): Approximately 7-10 days
2. Residential Job (Stamped Architectural Plans ARE Required): Approximately 4 weeks
3. Commercial/Industrial Jobs: Approximately 4-8 weeks\*

\* A 3rd party may have to be hired to perform a plan review and assist with inspection.

### **WHEN ARE STAMPED ARCHITECTURAL DRAWINGS REQUIRED?**

The New York State Education Law requires that architectural drawings be submitted for projects affecting structural safety and/or public safety, jobs costing more than \$20,000, or for construction of residential buildings of more than 1,500 square feet.

Drawings must be prepared by a New York State registered architect or licensed professional engineer whose signature and seal of registration in New York State shall be legibly imprinted on the plans.

### **PROOF OF INSURANCE REQUIRED!**

New York State Law requires municipalities to obtain proof of NYS Workers' Compensation AND Disability Benefits coverage for all contractors prior to the issuance of any permits.

#### **Implementing Section 125 of the General Municipal Law:**

1. General Contractors, Business Owners, and Certain Homeowners:

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ♦ Insured (Form C-105.2 or U-26.3)
- ♦ Self-insured (Form SI-12)
- ♦ Exempt (Form CE-200)

under the mandatory coverage provisions of the WCL.

**CITY OF ONEIDA**  
**REQUIRED INFORMATION WITH BUILDING PERMIT APPLICATION**

**NEW CONSTRUCTION**

1. Plot plan showing location of proposed structure on the parcel with dimensions to the property lines.
2. Proof of Workers Compensation/Disability insurance or waiver from contractor.
3. Sewer/Septic Permit Application attached.
4. Two sets of drawings of the proposed construction, including but not limited to:
5. Cross-section drawing of proposed construction from the foundation to the roof covering, showing sizes and species of framing materials and foundation type with dimensions.
6. Elevation drawing of structure.
7. Insulation compliance with the New York State Energy Code.
8. Window and Door schedule showing sizes and dimensions.
9. Truss or roof after information (i.e., span, size of members, truss certificate).
10. Type of heating equipment.
11. Electrical drawing.
12. Plumbing drawing, Septic design (to be designed by a licensed engineer or land surveyor).
13. Flood elevation certificate (to be completed by a licensed engineer or land surveyor) when applicable.

**NOTE:**

ANY RESIDENTIAL STRUCTURE OVER 1,500 SQUARE FEET REQUIRES A STAMPED SET OF PLANS FROM A LICENSED ARCHITECT OR ENGINEER.

ANY COMMERCIAL OR INDUSTRIAL STRUCTURE OVER \$20,000 IN CONSTRUCTION COST REQUIRES A STAMPED SET OF PLANS FROM A LICENSED ARCHITECT OR ENGINEER.

Other information may be required to show compliance with State and Local Laws.

**CITY OF ONEIDA  
PERMIT REQUIREMENTS**

<b>Pool Requirements</b>	<b>Shed</b>	<b>Exterior - Porches/Decks</b>
<ul style="list-style-type: none"> <li>• Under 4' requires a fence (including blow-up pools)</li> <li>• Removable or locking ladders on all pools</li> <li>• 3rd Party Electrical Inspection</li> <li>• Copy of Survey with Pool plotted on it or a site plan drawing</li> <li>• 10' setback from property lines and from any structure</li> <li>• Pool Contractor's Insurance Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of Survey with shed plotted on it or a site plan drawing</li> <li>• Affidavit or Contractor Selection &amp; Insurances CE200</li> <li>• Completed Application</li> <li>• 10' setbacks from property lines and any other structures</li> </ul>	<ul style="list-style-type: none"> <li>• Survey, with project plotted on it or a site plan drawing</li> <li>• Affidavit or Contractor Selection Insurances/ CE200</li> <li>• Completed Application</li> <li>• Detailed Drawings</li> <li>• List of Scope of Work</li> </ul>
<b>Interior Remodel</b>	<b>Demo Permit</b>	
<ul style="list-style-type: none"> <li>• Detailed Drawings</li> <li>• Completed Application</li> <li>• Affidavit or Contractor Selection &amp; Insurances/ CE200</li> <li>• List of Scope of Work</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Application</li> <li>• Asbestos Check</li> <li>• Addendum Sign Off Asbestos</li> <li>• Contractor Selection &amp; Insurances/ CE200</li> </ul>	

## BUILDING PERMITS:

### General Requirements for All Projects

#### 1. Drawings/Plans

Provide detailed drawings/plans showing how the structure will be constructed. The following must be included:

- o Structural glazing
- o Electrical
- o Plumbing
- o HVAC systems
- o Elevations

**Note:** Architect-prepared plans are required if the building's square footage exceeds **1,500 sq. ft.** or if the alterations exceed **\$20,000 in value.**

#### 2. Contractor Documentation

- o Submit a copy of the Contractor's Liability Insurance and Worker's Compensation Insurance.
- o If the homeowner is performing the work for which the permit is issued, a **BP-1 Exemption Form** must be completed.

#### 3. Code Compliance

All submissions must comply with applicable provisions of the **NYS Building Codes** and the **Energy Conservation Code.**

Table 1: Climate and Geographic Design Criteria for New York State

Criteria	Value/Details
Ground Snow Load (psf)	1140-70 (varies by location)
Wind Speed (mph)	11115 mph (Risk Category II)
Seismic Design Category	!!Category B to C (depending on location)
Weathering	!!Severe
Frost Line Depth	1142 inches
Termite Infestation Probability	!Moderate to Heavy

Criteria	Value/Details
Winter Design Temperature (°F)	J-2 to 10°F (varies by location)
Ice Shield Underlayment Required	Yes
Flood Hazards	JJBased on FEMA Flood Maps
Air Freezing Index (°F-days)	111,500 to 2,000
Mean Annual Temperature (°F)	1145 to 50°F

#### Manual Design Criteria for Building Systems

Category	Criteria	Specification/Details
Structural Design	Ground Snow Load	40-70 psf (varies by location)
	Basic Wind Speed	115 mph (Risk Category II)
	Seismic Design Category I,	Category B or C (per seismic map)
	Frost Depth	42inches
	Soil Bearing Capacity	2,000 psf (minimum, subject to geotechnical report)
Mechanical Design	Heating Design Temperature	Indoor: 68°F / Outdoor: -2°F to 10°F
	Cooling Design Temperature	Indoor: 75°F / Outdoor: 85°F
	Ventilation Requirements	As per ASHRAE Standard 62.1/62.2
	HVAC Efficiency Standards	Minimum SEER 13 for residential systems
Energy Conservation	Wall Insulation (R-Value)	R-20 or higher

Category	Criteria	Specification/Details
	Roof/Ceiling Insulation (R-Value)	R-38 to R-49
	Floor Insulation (R-Value)	R-30
	Fenestration U-Factor	≤ 0.30
	Air Leakage Control	Per NYS Energy Code Section R402.4
<b>Plumbing Design</b>	Water Pressure Range	40-80 psi
	Fixture Flow Rates	Compliant with EPA Water Sense standards
	Hot Water Temperature	Maximum 120°F
	Drainage Slope	Minimum 1/4 inch per foot for horizontal drains
<b>Electrical Design</b>	Voltage Requirements	120/240V, single-phase, 60 Hz
	Service Panel Size	Minimum 200 Amp for residential
	Lighting Efficiency	High-efficiency lighting (LED or equivalent)
	Smoke and CO Detectors	Per NYS Residential Code
<b>Site/Environmental</b>	Site Drainage	Positive drainage to prevent water accumulation
	Floodplain Considerations	Compliant with FEMA regulations
	Erosion Control Measures	Required by NYS Department of Environmental Conservation (DEC)

# CITY OF ONEIDA CODE ENFORCEMENT DEPARTMENT

James Ackerman

Code Enforcement Officer



109 N. Main Street  
Oneida, NY 13421

TEL: (315) 363-8460  
FAX: (315) 363-9558

jackerman@oneidacityny.gov

## BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

Permit#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is (check one or more):

☐ Owner ☐ Agent ☐ Contractor ☐ Architect/Engineer ☐ Other: \_\_\_\_\_

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## OWNER INFORMATION (If Different than Applicant)

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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## CONTRACTOR INFORMATION (If Different than Applicant)



**Contractor's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Are wages being paid for performance of work?**

☐ Yes ☐ No

*(If yes, attach worker's compensation and disability benefits form or CE-200 exemption form.)*

## PROPERTY DETAILS

**Project Address:** \_\_\_\_\_  
**SBL/Parcel #:** \_\_\_\_\_  
**City Zoning:** \_\_\_\_\_  
**Current Principal Use:** \_\_\_\_\_

- **Will the work being done constitute a change in the principal use of the premises?** ☐ Yes ☐ No
- **Is this work subject to variances granted by the PZBA?** ☐ Yes ☐ No *(Attach approval to application.)*
- **Is this permit issued subject to a conditional use permit by the PZBA?** ☐ Yes ☐ No *(Attach approval to application.)*

**Water Supply:** ☐ Municipal ☐ New Well ☐ Existing Well

**Wastewater:** ☐ Municipal Sewer ☐ Septic System *(Attach Health*

*Department approval if applicable.)*

**Floodplain:** ☐ Yes ☐ No

**Designated Wetland:** ☐ Yes ☐ No

## NATURE OF WORK (Check all that apply):

- ☐ Residential ☐ Commercial
- ☐ New Building ☐ Addition ☐ Alteration ☐ Change of Use
- ☐ Demolition ☐ Pool ☐ Miscellaneous {Describe}: \_\_\_\_\_
- ☐ Residential Electric Only ☐ Residential Plumbing Repair Only ☐ Commercial Plumbing Repair Only
- ☐ Certificate of Occupancy ☐ Certificate of Compliance

**Brief Description of Work:**

\_\_\_\_\_

**Estimated Project Cost:**

\$ \_\_\_\_\_

**NVS Occupancy Classification:**

\_\_\_\_\_

**NVS Construction Type:**

\_\_\_\_\_

**Sprinkler System:** ☐ Yes ☐ No

\_\_\_\_\_

\_\_\_\_\_

**FEE CALCULATIONS (Office Use Only)**

**Residential Electric Only (\$25):**

\$ \_\_\_\_\_

**Residential Plumbing Repair Only (\$50):**

\$ \_\_\_\_\_

**Commercial Plumbing Repair Only (\$150):**

\$ \_\_\_\_\_

**Construction (sq. ft.):**

\_\_\_\_\_

**Certificate of Occupancy/Compliance:**

\$ \_\_\_\_\_

**NVS Truss Fee (\$50):**

\$ \_\_\_\_\_

**Sewer Permit (\$100):**

\$ \_\_\_\_\_

**Miscellaneous:**

\$ \_\_\_\_\_

**Total Fee:**

\$ \_\_\_\_\_

*Make checks payable to: City of Oneida*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE OF UTILIZATION OF TRUSS, PRE-ENGINEERED WOOD, AND/OR TIMBER CONSTRUCTION**

To: City of Oneida Code Enforcement Officer

From: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_

Type of Structure (check applicable line):

☐ New Residential Structure

☐ Addition to Existing Residential Structure

☐ Commercial Building

Type of Construction (check applicable line):

- ☐ Truss Type Construction (TT)
- ☐ Pre-Engineered Wood Construction (PW)
- ☐ Timber Construction (TC)

Location of Construction (check applicable line):

- ☐ Floor Framing, including Girders and Beams (F)
- ☐ Roof Framing (R)
- ☐ Floor Framing and Roof Framing (FR)

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

#### **ASBESTOS SURVEY REQUIREMENT**

The New York State Department of Labor Industrial Code Rule 56 requires that an asbestos survey be conducted by a licensed professional prior to the commencement of any renovation or demolition project.

1. Asbestos Survey: An asbestos survey is mandatory for any renovation or demolition to identify the presence of asbestos-containing materials.
2. Proper Abatement: If asbestos is present, it must be abated following NYS regulations before any work begins.
3. Submission: Submit an Asbestos Survey Report with your application.

Declaration:

By signing this application, I acknowledge that I understand and will comply with the NYS asbestos survey and abatement requirements.

Signature: \_\_\_\_\_

## INSPECTION SCHEDULE-INITIAL DATE

**DO NOT PROCEED BEYOND THESE POINTS UNTIL INSPECTED BY CITY OFFICIALS**

1. Pre-site Inspection: \_\_\_\_\_
2. Footing Preparation: \_\_\_\_\_
3. Foundation/Post Pre-Backfill: \_\_\_\_\_
4. Slab Prep/Pre-Pour: \_\_\_\_\_
5. Framing: \_\_\_\_\_
6. Trusses: \_\_\_\_\_
7. Electric Rough: \_\_\_\_\_
8. Electric Final: \_\_\_\_\_
9. Plumbing Rough: \_\_\_\_\_
10. Plumbing Final: \_\_\_\_\_
11. HVAC Rough: \_\_\_\_\_
12. HVAC Final: \_\_\_\_\_
13. Energy Compliance: \_\_\_\_\_
14. Air Sealing/Blower Test: \_\_\_\_\_
15. Duct Sealing/Pressure Test: \_\_\_\_\_
16. Final Inspection: \_\_\_\_\_

Permission is hereby granted to proceed with the work as set forth in the approved plans and specs by the City of Oneida Codes Office. No changes are to be made without prior approval from the Codes department and an amendment to the original approved plans.

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**Code Enforcement Officer**

**CITY OF ONEIDA**  
**BUILDING PERMIT WORK DESCRIPTION**

PROPERTY ADDRESS: \_\_\_\_\_

OWNER/CONTRACTOR: \_\_\_\_\_

EXPLAIN WORK BEING DONE: \_\_\_\_\_

FOOTING SIZE: \_\_\_\_\_

FOUNDATION: \_\_\_\_\_

FLOOR FRAMING: \_\_\_\_\_

WALL FRAMING: \_\_\_\_\_

CEILING/ROOF FRAMING: \_\_\_\_\_

WALL SHEATHING: \_\_\_\_\_

ROOF SHEATHING: \_\_\_\_\_

INSULATION: \_\_\_\_\_

FOUNDATION: \_\_\_\_\_ FLOOR: \_\_\_\_\_

WALL: \_\_\_\_\_ CEILING: \_\_\_\_\_

# OF WINDOWS: \_\_\_\_\_ SIZE: \_\_\_\_\_ HEADER: \_\_\_\_\_

# OF DOORS: \_\_\_\_\_ SIZE: \_\_\_\_\_ HEADER: \_\_\_\_\_

ROOF FINISH: \_\_\_\_\_

EXTERIOR FINISH: \_\_\_\_\_

TRIM FINISH: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_

## APPROVED ELECTRICAL INSPECTION AGENCIES

The following agencies are approved by the City of Oneida for electrical inspections. You must use one of these agencies for all required electrical work.

1. The Inspector, LLC (Camden, NY)
  - o Timothy Willsey: (315) 247-9162
  - o Steve Glessing: (315) 240-1575
  - o Robert Mutton: (315) 271-7206
  - o Dave Moore: (315) 523-2696
2. Atlantic-Inland, Inc. (New York)
  - o Michael Miers: (315) 843-5155 | (315) 723-0684
  - o Rick Kersey: (315) 532-0110
3. Commonwealth Electrical Inspection Service, Inc.
  - o Brian Fenner (North Syracuse): (315) 440-4070
  - o Dick McCarthy (Rome, NY): (315) 534-0077
  - o Keith Townsend (Rome, NY): (315) 337-2098
4. Central New York Electrical Inspection Service, LLC
  - o Larry Kinney (Bridgeport, NY): (315) 633-0027
5. Upstate Electrical Inspection Agency (North Syracuse, NY 13212)
  - o Scott Bellows: (315) 949-4400
  - o Aaron Bellows: (315) 960-2654
  - o Jerry Bellows: (315) 420-1396
  - o Michael Bellows: (315) 420-1395

## ADDITIONAL REQUIRED SUBMISSIONS FOR BUILDING PERMIT

1. **Plot Plan:** Indicate the location of the proposed structure on your parcel, including distances from property lines.
2. **Proof of Insurance:** Provide proof of NYS Worker's Compensation and Disability Benefits insurance or CE-200 exemption form.
3. **Detailed Drawings:** Submit two (2) sets of detailed construction drawings, including structural framing, plumbing, electrical, HVAC, and cross-section details.
4. **Energy Code Compliance:** Indicate how the project complies with the NYS Energy Conservation Code.
5. **Floodplain Certificate (if applicable):** If the project is located in a floodplain, submit a certificate completed by a licensed professional.

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### Site Plan Drawing Instructions

Please include the following on your site plan:

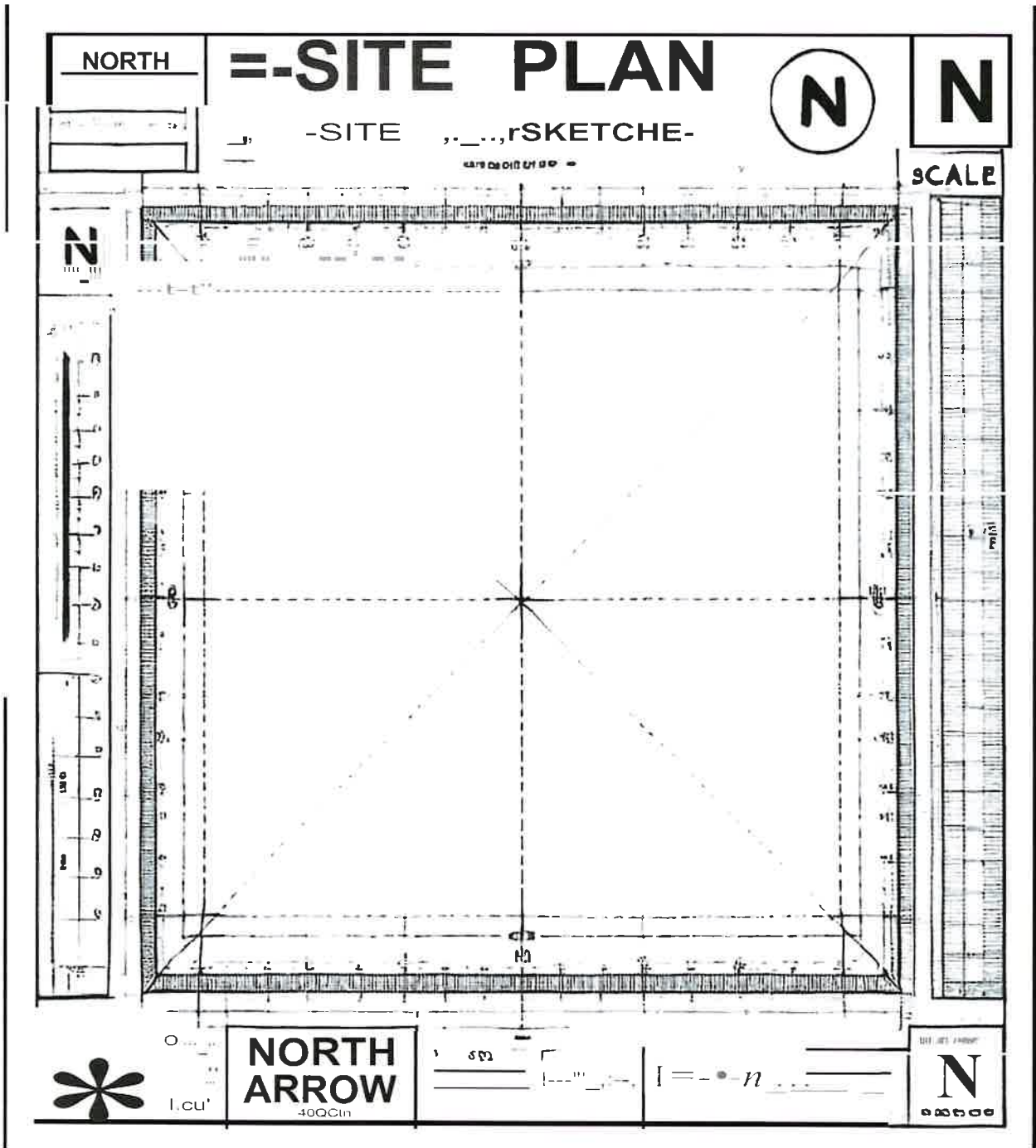
- **North Arrow and Scale**  
Clearly mark the north arrow and use an appropriate scale for accuracy.
- **Lot Lines**  
Indicate all property boundaries and lot lines.
- **Existing and Proposed Buildings**  
Show all existing and proposed structures, including their dimensions and distances from lot lines.
- **Existing and Proposed Driveways and Parking Areas**  
Include driveways and designated parking areas, labeling both existing and planned additions.
- **Existing and Proposed Roads**  
Show any public or private roads within or adjacent to the property.
- **Wetlands and Buffer Areas**  
Identify any wetlands and their buffer zones.

- **Streams and Floodplains**  
Clearly mark streams and designated floodplain areas.
- **Steep (Unbuildable) Slopes**  
Indicate areas with steep grades unsuitable for construction.
- **Existing and Proposed Water Supply and Sewage Disposal Facilities**  
Include the locations of water sources, septic systems, or other sewage disposal systems.

Note:

You may attach additional drawings or documents if needed to clarify your plan.





NOTES: \_\_\_\_\_

\_\_\_\_\_

**CITY OF ONEIDA**  
**BUILDING PERMIT APPLICATION CHECKLIST**

**DECKS OR PORCHES**

D Diagram of Proposed Deck & Size with Dimensions

D Material List

☐ Foundation and Structural Plan

D Railing and Spindle Plan

☐ Stair and Handrail Plan

D Surrounding Building Check

D Contractor Insurance

D Copy of Survey (When required)

☐ Site Plan

**SWIMMING POOL**

☐ Diagram of Proposed Deck & Size with Dimensions

D Copy of Work Proposal

D Fence Plan, Height, Barrier, and Gates

D Third Party Electrical Inspection (When required)

D Contractor Insurance

D Copy of Survey (When required)

☐ Site Plan

**RESIDENTIAL DWELLINGS**

D Copy of Updated Survey (with dimensions of all structures and dwelling)

- ☐ Over 1500 sq.ft.: Architect Drawings (Stamped and Sealed)
- ☐ Under 1500 sq.ft.: Plans of Construction with Prescriptive Methods & Detailed Drawings
- ☐ Third Party Electrical Inspection
- ☐ Contractor Insurance
- ☐ Site Plan
- ☐ All Applications require two sets (2) of drawings

#### NON-RESIDENTIAL BUILDINGS

- ☐ Use of Building
- ☐ Site Plan
- ☐ Prescriptive Methods of Construction including detailed drawings
- ☐ Material List with Openings
- ☐ Third Party Electrical Inspections
- ☐ Contractor Insurance
- ☐ Copy of Survey

#### REPAIRS OR ALTERATIONS

- ☐ Proposed Plan with Dimensions
- ☐ Third Party Electrical Inspection (When required)
- ☐ Contractor Insurance
- ☐ Copy of Survey (When required)
- ☐ Detailed Drawings of Construction Method
- ☐ Site Plan

#### COMMERCIAL BUILDING

- ☐ Building, Property Use

- ☐ Copy of Updated Survey
- ☐ Architectural or Engineers Drawings
- ☐ Any Third-Party Inspection Required
- ☐ Contractor Insurance
- ☐ Approval(s) of the PCZBA
- ☐ Wind and Seismic Calculations
- ☐ Site Plan

All Applications require two sets (2) of drawings

## **PLEASE READ THOROUGHLY BEFORE SIGNING APPLICATION**

1. No construction is to commence without first obtaining the appropriate building permit(s).
2. Prior to any excavating contact Dig Safely New York at 800-962-7962 or [www.digsafelyny.com](http://www.digsafelyny.com)
3. I understand that the NYS Department of Labor Industrial Code Rule requires an asbestos survey and proper abatement (if applicable) prior to commencement of work.
4. No changes or alterations to the approved submitted plans shall be made without prior approval from the City of Oneida Codes Department.
5. The returned set of stamped approved plans/drawings shall be kept on the construction site for use by City Official(s).
6. All permits must be prominently displayed to be seen from the street.
7. I understand that all permits will come with a schedule of inspections. Do not cover any work that needs to be inspected without a sign-off from the Inspecting City Official(s). Uninspected portions of the project shall be uncovered so Official(s) can perform the necessary inspection.
8. There may be inspections from different departments of the city with various Inspectors; please plan accordingly to avoid unnecessary delays.
9. I understand that by signing this application I give authority to City Inspectors to enter premises by appointment to inspect the property in the performance of their official duties.
10. A minimum of at least 24-48 hours is required to get on the schedule for inspections. We will do our best to accommodate calls for inspections but cannot guarantee a time without prior notice.
11. All submissions shall comply with NYS Building Codes and Energy Conservation Codes.
12. No building, structure, addition, or any portion thereof, that is subject to a building permit shall be occupied without a certificate of occupancy or certificate of compliance.
13. If Construction has not started, Building Permits will expire in 6 months. Demo Permits will expire in 3 months.

## FINAL REMINDERS

- Do not cover any work without approval and sign-off from inspectors.
- Inspections must be scheduled with 24-48 hours' notice.

**All permits except Demo permits are valid for 1 year, demo permits are issued 6 months**

**Permits expire after 6 months if construction has not started; demolition permits expire after 3 months.**

## BUILDING PERMIT CONDITIONS & DECLARATION

By signing this application, I declare that all statements made herein and on accompanying documents are true to the best of my knowledge and belief. I agree to comply with all NYS Building Codes and Energy Conservation Codes. I understand that all work must be inspected and approved by City Officials before continuing to the next phase.

I give City Inspectors permission to enter the premises for inspection purposes by appointment.

**Signature:** \_\_\_\_\_

**Date:**

*(Circle: Property Owner, Manager, Agent/Representative, Contractor)*

## OFFICE USE ONLY

**Approved:** ☐ Yes ☐ No

**Code Enforcement Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REASON FOR DISAPPROVAL (If applicable):**