



# TOWN OF ITHACA

215 N. Tioga Street, Ithaca, N.Y. 14850

[www.town.ithaca.ny.us](http://www.town.ithaca.ny.us)



**CODE ENFORCEMENT - BRUCE W. BATES, DIRECTOR**

Phone (607) 273-1783 ■ Fax (607) 273-1704

[codes@town.ithaca.ny.us](mailto:codes@town.ithaca.ny.us)

## **Building Permit Application Checklist**

This checklist must accompany all applications

*Incomplete packages will not be accepted*

### **INITIAL EACH LINE OR WRITE N/A TO ITEMS THAT DO NOT APPLY**

- \_\_\_\_\_ 1. Completed application form
- \_\_\_\_\_ 2. Proof of Insurance – *General Liability, Workers Comp & Workers Disability*
- \_\_\_\_\_ 3. Fee
- \_\_\_\_\_ 4. 1 hard copy and 1 digital copy of all drawings and specifications \*\*May need to be stamped – see instructions; digital copies can be sent to [codes@town.ithaca.ny.us](mailto:codes@town.ithaca.ny.us)
- \_\_\_\_\_ 5. Energy Code of NYS Compliance Forms – ResCheck, ComCheck or other approved compliance document. Approved forms are available at <https://www.energycodes.gov/software-and-web-tools>
- \_\_\_\_\_ 6. Survey Map or Plot Plan
- \_\_\_\_\_ 7. Town of Ithaca Electrical Permit Application
- \_\_\_\_\_ 8. Copy of Plumbing Permit from Bolton Point (public water & sewer) or Plumbing Isometric Diagram (private water &/or sewer ONLY)
- \_\_\_\_\_ 9. Septic Permit or Sewage & Water System acceptance from Tompkins County Health Department (private water &/or sewer ONLY)
- \_\_\_\_\_ 10. Well Driller's Certificate – New construction with private water ONLY
- \_\_\_\_\_ 11. Culvert &/or highway work permit
- \_\_\_\_\_ 12. Outdoor lighting details
- \_\_\_\_\_ 13. Statement of special inspections
- \_\_\_\_\_ 14. Stormwater Permit (Simple, Basic or Full)

**Completed application packets should be submitted to the Code Enforcement Department located in Town Hall at 215 N. Tioga St Monday thru Friday 8am -3:30pm**  
Town Hall hours are Monday thru Friday 8am-4pm

***Attached instructions should be retained for your records.***

**Town of Ithaca Code Enforcement Fees**  
**EFFECTIVE SEPT. 1, 2016 (Revised February 2019)**

<b>BUILDING PERMIT:</b>	
(projects other than the installation of heating units)	
Value of Improvement	Fee
\$0 - \$20,000.99	\$100.00
\$20,001 - \$100,000.99	\$300.00
\$100,001 - \$350,000.99	\$1,400.00
\$350,001 - \$750,000.99	\$2,200.00
\$750,001 - \$1,000,000.99	\$3,000.00
\$1,000,001 - \$2,500,000.99	\$5,000.00
\$2,500,001 - \$4,999,999.99	\$6,500.00
Over \$5,000,000.00	\$1.35 per \$1,000 value of improvement
There is not a separate electrical permit fee for electrical work being done with a building permit	

<b>ELECTRICAL ONLY PERMIT</b>			
<b>Residential:</b>			
Application fee \$150, includes 3 site inspections.			
Additional inspections and in-office time, \$35 per ½ hour.			
<b>Commercial:</b>			
Application fee \$200, includes vehicle mounted generators. Includes 4 inspections. Additional Inspection and in-office time, \$35 per ½ hour			
Portable generator \$50 for 1 visit, \$70 per hour thereafter.			
<b>TENT PERMIT</b>	\$75	<b>FIREWORKS</b>	
<b>SIGN PERMIT</b>	\$100	<b>Value of Display</b>	Fee
<b>INSTALLATION OF HEATING &amp;/or COOLING UNIT</b>		\$1 - \$50,000	\$300.00
Heating Unit Size	Fee	Over \$50,000	\$500.00
Up to 1,000,000 BTU	\$200.00		
Over 1,000,000 BTU	\$300.00		

<b>OPERATING PERMIT</b>	
<b>Type of Building</b>	
Mobile Home Park	\$200.00 annually
Multiple dwelling, 3 to 5 units	\$100.00/building
Multiple dwelling, 6 to 10 units	\$150.00/building
Multiple dwelling, 11 or more units	\$200.00/building
Non-Residential use	\$100.00/building
Rental Registry	\$ 150.00/parcel

<b>BEFORE/AFTER NORMAL BUSINESS HOURS AND HOLIDAY INSPECTIONS (with prior approval)</b>
Before/After- \$150 and hr/2 hour min followed by 1/2 hr increments
Holiday- \$200 an hr/2 hr min followed by 1/2 hr increments

<b>WORKING WITHOUT A BUILDING PERMIT FINE</b>	
The fees set forth shall be doubled if work is commenced prior to the issuance of a necessary permit or if work exceeds work permitted by an issued building or foundation permit.	
<b>BUILDING PERMIT EXTENSION</b>	
The first extension shall be the greater of \$50.00 or 50% of the building permit fee. Subsequent extensions shall be equal to the original building permit fee.	
<b>FOUNDATION WORK ONLY</b>	
The greater of \$100.00 or 50% of the fee for the building permit, calculated on the estimated full value of the entire building. (Non- refundable and is not credited towards building permit fee.)	
<b>TEMPORARY CERTIFICATE OF OCCUPANCY</b>	<b>FIRE SAFETY INSPECTION AND RE-INSPECTION</b>
The greater of \$100.00 or 50% of the building permit fee.	\$65 for the first hour (1-hour minimum), \$55 per additional hour or part thereof.
<b>CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS</b>	<b>LETTER OF COMPLIANCE</b>
\$100.00 with letter from property owner requesting certificate.	\$60 per letter
<b>ZONING BOARD OF APPEALS APPLICATION</b>	
Area, Sign, and Sprinkler Variances and Special Approvals -- \$150 and Use Variance -- \$250; \$30.00 additional meeting; \$50.00 additional public hearing.	
<b>FILL PERMIT</b>	
\$100.00; additional fees apply if Zoning Board of Appeals and/or Planning Board approval is necessary.	
<b>ZONING ONLY</b>	
No Fee	



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Permit Number \_\_\_\_\_

Date Received \_\_\_\_\_

APPLICATION APPROVED Date: \_\_\_\_\_ CEO Int \_\_\_\_\_  
 APPLICATION DENIED Section \_\_\_\_\_ Date: \_\_\_\_\_

Date of ZBA Hearing: \_\_\_\_\_  
 Decision: \_\_\_\_\_  
 Date of Planning Approval: \_\_\_\_\_  
 Type of Approval: \_\_\_\_\_

## BUILDING PERMIT APPLICATION FORM

**New Build      Addition      Alteration      Change of Use      Demolish      Other**  
**Residential      Commercial**

**Brief Description of Work**

Value of Improvement \$ \_\_\_\_\_

**Property Information**

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

Tax Parcel Number: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

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

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

*If owner is a corporation, names and addresses of responsible officers must be included.*

**Builder/Contractor Information**

Company: \_\_\_\_\_ Main Phone: \_\_\_\_\_

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

Project Manager: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
*(If there are additional companies involved, please give contact information on a separate sheet)*

**Project Contact Person** *(Primary point of contact for all communications regarding the building permit)*

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

Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT INFORMATION

	Existing	Proposed
# of Stories		
# of Dwelling Units		
Building Height		
Water	<i>Private</i> <i>Town</i>	<i>Private</i> <i>Town</i>
Sewer	<i>Private</i> <i>Town</i>	<i>Private</i> <i>Town</i>
Sprinkler	Yes No	Yes No
Occupancy Class		

Gross Square Footage of:	Existing	Proposed
Basement		
First Floor		
Second Floor		
Over Second		
Total # of Rooms		
Total # of Bedrooms		
Lot Coverage		

### FOR ADDITIONS AND NEW CONSTRUCTION (Including decks)

In what flood zone is the property located? A B C (flood map <https://msc.fema.gov/portal>)

Is topsoil or fill material going to be moved onto or within the site in excess of **50 cubic yards**? Yes No  
If Yes, SWPPP application submitted? Yes No

Is topsoil or fill material going to be moved onto or within the site in excess of **500 cubic yards**? Yes No  
If Yes, Fill Permit submitted? Yes No

### APPLICATION CERTIFICATION

- ❖ \_\_\_\_\_ (Initials) I understand that if a building permit CANNOT be issued within 90 days of my initial application because I failed to provide information requested or because I failed to comply with any Legislative Board Conditions, my building permit application will be withdrawn without further action and I will need to reapply and pay a new permit application fee.

The UNDERSIGNED HEREBY APPLIES for permission to do the above in accordance with provisions of the Zoning Ordinance and other Laws and Regulations of the Town of Ithaca, or others having jurisdiction, AND AFFIRMS that all statements and information given herein are correct to the best of his/her knowledge and belief, AND FURTHER AFFIRMS that all work shall be performed in compliance with the Codes of the Town of Ithaca, the NYS Uniform Fire Prevention and Building Code, and all other applicable state and local laws, ordinances, and regulations.

I ALSO CERTIFY that the structure for which this permit will be issued, or has been issued, will be built, or has been built, according to the latest standards of the New York State Uniform Fire Prevention and Building Code, AND FURTHER CERTIFY that the approved plans will not be deviated from without prior approval from the Architect/Engineer of record, if applicable, and the Town of Ithaca.

I also ACKNOWLEDGE that I have read and understand the "Instructions for Submitting a Building Permit".

\_\_\_\_\_  
Signature of Property Owner\* or Authorized Agent \*\*

\_\_\_\_\_  
Date

*\*Applications for properties owned by a business or corporation must be signed, and title given by an individual that has been granted the authority to sign on its behalf. \*\*Authorized agent must provide written contract or authorization letter signed by property owner.*