

INSTRUCTIONS FOR SUBMITTING A BUILDING PERMIT APPLICATION

Incomplete Applications Will Not Be Accepted

*Please retain instructions for your reference
Instructions should not be submitted as part of the building permit application*

Our goal in the application review process is to verify compliance with the Town of Ithaca Code, the “Uniform Fire Prevention and Building Code of New York State” and any other applicable New York State regulations. We strive to complete a review of your application within 2 weeks of receipt of a COMPLETED APPLICATION. Large projects MAY take longer depending upon the time of year.

“An application for a building permit shall include such information as the Code Enforcement Officer (CEO) deems sufficient to permit a determination by the CEO that the intended work complies with the requirements of the Uniform Code, the Code of the Town of Ithaca and other applicable state and federal regulations, laws and ordinances.” Town Code Chapter 125.4(C)

Any property for which a building permit application is made and found to be NON-COMPLIANT with the Town of Ithaca Code or Uniform Code of New York State as part of the review process MAY BE REQUIRED to correct the non-conformity BEFORE a building permit will be issued.

CHECKLIST

The Building Permit Application Checklist must be completed and submitted as part of the application packet.

1) APPLICATION FORM

The Application for a Building Permit must be **COMPLETELY filled out to be accepted.** N/A can be used where applicable.

General Information:

- Provide a brief description of the proposed work. If it is a Change of Use, detail the current and proposed change.
- The **value of the improvement** must include the value of the materials to be used and fair labor value. This includes donated materials and free labor, including work done by the property owner.
- Provide the street address of the property where the project is located.
- The tax parcel number is located on your tax bill or can be found by going online to: <http://www.tompkinscountyny.gov/assessment/online>
- Provide the property owner’s name and contact information in full. If the owner is a *corporation*, the names and mailing addresses of responsible officers must be included.
- Provide the contractors company contact information in full. Designate a Project Manager and their contact information. The contact person will be the primary point of contact for all communications from the Code Enforcement Office. This person may be the designer, builder, project manager, property owner, etc. It is recommended that the person listed on this line be someone knowledgeable with both the design process and the inspection process.

Project Information

- Provide the number of stories of the *proposed* building.
- Provide the number of dwelling units in the *proposed* building.
- The building height is defined in Chapter 270 of Town Code and is measured from the lowest exterior grade to the highest point. This number will include the total height to walk out basements, etc. This is a different measurement than what is used by the NYS Building Code.
- LOT COVERAGE AREA = the percentage of the lot to be occupied by **all** structures includes the primary building and **all** accessory structures on the lot.
- Square feet of floor area for existing and proposed must be completed for all projects. If the proposed work does not involve an addition to the floor area, complete the existing side and place "N/A" in the proposed side. The floor area is based on actual square footage of the building, not the habitable space.
- The total number of rooms does not need to include closets, hallways, or non-habitable basements and attics.
- Provide the existing and proposed number of bedrooms.
- A PRE BUILDING PERMIT INSPECTION of the property is required to evaluate the existing conditions and to review the scope of the project. The CEO MAY require additional information following this inspection.
- Provide information on whether there will be more than 500 total cubic yards of fill moved onto, off of, or within the site. If the answer is yes, a Fill Permit application will also have to be submitted and approved. If more than 50 cubic yards are moved, a SWPPP permit will also need to be submitted.
- Application must be made for any electrical work being done. Applications are available online or at Town Hall. A Certificate of Occupancy will not be issued to occupy or use the space created or modified by a building permit until an electrical inspection is made and a Certificate of Completion is issued by the electrical inspector.
- Chapter 173 of the Code of the Town of Ithaca regulates outdoor lighting. See *Outdoor Lighting* for details

Certification

Read and sign the statements located at the end of the application. The certifications must be initialed where indicated and signed by the property owner or an *authorized agent*.

2) INSURANCE

- A permit will not be issued without proof of Workers Comp, Workers Disability and General Liability insurance for the contractor being on file with the Town.
- The Town of Ithaca must be listed as the Certificate Holder on all insurance certs.
 - Proof of Workers' Compensation MUST be submitted on NYS Form C105.2
 - Proof of Disability Insurance MUST be submitted on NYS Form DB120.1
 - General Liability Insurance ONLY can be submitted using the ACCORD Form
- Contractors WITHOUT employees must go to www.wcb.ny.gov and complete the CE200 Exemption form. The CE200 needs to be printed, signed and provided to us with the permit application.

- OWNER OCCUPIED residences with the homeowner performing MOST of the work can provide a completed and notarized NYS Affidavit of Exemption. Town staff can notarize this form with proper Photo ID.
- Insurance forms can be emailed directly from the insurance agent to codes@town.ithaca.ny.us.

3). FEE See page 2

4). DRAWINGS AND SPECIFICATIONS

- One (1) hard copy set (drawings and specifications) MUST BE PROVIDED with your permit application.
- For all large sized drawings, please provide an digital copy via email to codes@town.ithaca.ny.us.
- All plan modifications MUST be provided to the CEO for review before the modifications are implemented.

Stamped Plans (in accordance with NYS Education Law)

ALL CONSTRUCTION DOCUMENTS FOR *COMMERCIAL* CONSTRUCTION MUST BE SIGNED AND STAMPED BY A NYS LICENSED DESIGN PROFESSIONAL.

For *RESIDENTIAL* construction:

- The Code Enforcement Officer may ask for all or a portion of the project design submitted to be signed and stamped by a design professional at any time.
- Stamped plans for single family homes are required for any alterations/renovation/additions, or alternative construction not addressed by NYS Building Code, where the total floor area of the structure is 1,500 square feet or greater and/or the value of improvement exceeds \$20,000. Total floor area does not include garages, attics, and unfinished basements.
- Construction project applications below this threshold may be submitted without stamped plans for review, but stamped plans may be required after/during the review process.
- All permits issued within a 12 month period are considered cumulative and will be viewed as one project to determine if the threshold is exceeded.
 - All portions of the proposed project, including electrical, heating, fire protection, insulation, etc are required to be stamped by the NYS licensed design professional of record.
 - When stamped plans are required, the second set required for submission may be a copy. The copied set will be marked as “approved” and returned to the builder when the building permit is issued and is to be kept on the job site for the use of the Code Enforcement Officer until the final Certificate of Occupancy is issued.

Sprinkler Plans

Chapter 225 of the Town Code requires the installation of a sprinkler system for all new construction (except one- and two-family homes) and additions and/or remodeling projects that exceed 50% of the total area or total value of the existing structure. This is in addition to applicable requirements in the

NYS Building Code. These plans must be stamped by a NYS licensed design professional and approved by the design professional of record.

Plan Details

This list is provided only as a guide; plans must show full compliance with NYS Building Code.

- a) Floor plan - location of all rooms, including sizes of doors and windows.
 - b) Framing - sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts, joists, studs, rafters, headers, and beams; fastening schedules; and drilling and notching thresholds.
 - c) Stair details - tread and riser sizes, handrail and guard details for all interior and exterior stairs; stair illumination; and under stair protection.
 - d) Window schedule - include clear glass area, ventilation area, and clear opening dimensions for each window, and locations of safety glass.
 - e) Foundation - sizes and locations of materials, including footers, anchoring, damp proofing, and depth below finished grade.
 - f) Smoke and carbon monoxide detectors – locations and details for all smoke and carbon monoxide detectors.
 - g) Fire separations - a rated or listed assembly must be specified for all required fire separations such as those between tenant spaces or between a garage and a house.
 - h) Plumbing schematics for private water and sewer services.
 - i) Information on locations of all heat producing equipment, such as furnaces, hot water heaters, and wood stoves.
 - j) Proof of compliance with the New York State Energy Code.
 - k) Electrical schematic – include all wiring and fixture details.
- Material specifications may be listed on a separate sheet of paper and submitted with a simple floor and sectional plan of the project or all information may be shown on the sketches, or a combination of both.

Prefabricated Trusses - the manufacturer's truss design certificates with a NYS Licensed Engineer's stamp must be submitted prior to the framing inspection.

5).INSULATION GUIDELINES FOR RENOVATIONS. ADDITIONS AND NEW CONSTRUCTION

The Energy Conservation Code of New York State evaluates the building envelope, interior and exterior lighting and ALL heating and cooling equipment. As part of the Energy Code compliance requirement ALL Compliance information MUST BE SHOWN using the ResCheck, ComCheck software or the New York State Prescriptive Method Form ONLY. The Energy Code Compliance software is available at www.energycodes.gov. In addition to the software and/or checklist there are MANDATORY REQUIREMENTS in the Energy Code for New York State that must be included in the information submitted.

- o The Town of Ithaca is exercising the option to have an independent third party inspect the air sealing and insulation on ALL Projects. The applicant MUST provide the name of the company that will complete the visual inspection or complete a blower door test at the time of inspection.

6). ELECTRICAL APPLICATION

Complete and submit the attached Town of Ithaca Electrical Application for any electrical work. Please note that there are two separate fees: an application fee and an inspection fee. The Fee Schedule is located on the back of the Electrical Application. The construction documents for your electrical permit **MUST** include an Electrical Schematic – including ALL circuits, outlets and fixtures.

All electrical work must be inspected by the Town of Ithaca Electrical Inspector. Inspections may be conducted once the building permit is issued.

7). SURVEY MAP

A plot plan must be submitted with the following information indicated:

- a) Dimensions of the lot
 - b) Dimensions and location of all existing and proposed structures
 - c) Distances from the road, both side lot lines, and rear lot line of each existing and proposed structure
 - d) North arrow
 - e) Street name and number.
- A survey map prepared by a New York State licensed land surveyor showing locations of all structures, both proposed and existing, is required when building setbacks are within \pm 3 feet of the minimum allowed setback to a property line or when a discrepancy of conflicting differences are found during the plan review. This requirement can only be waived by the Code Enforcement Department.

8). TOMPKINS COUNTY HEALTH DEPT. SEWAGE, WATER, & SEPTIC PERMITS

Any new construction or alterations to existing structures that are on private septic and/or water systems may require the approval of the Tompkins County Health Dept.

9). WELL DRILLER'S CERTIFICATE

Private Wells must be installed by a well driller registered with the NYS Department of Environmental Conservation, in accordance with applicable NYS Department of Health and NYS Department of Environmental Conservation regulations.

10). PLUMBING PERMIT

Projects with any plumbing work on properties with public water and/or sewer must contact the Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point) at 607-277-0660 to obtain a plumbing permit. **Isometric Drawings REQUIRED with application if Private water and/or sewer.**

11). DEPARTMENT OF PUBLIC WORKS APPROVAL FOR NEW TAPS

Plans for all water and sewer service connections to Town of Ithaca owned water or sewer mains, without an existing tap, require the approval of the Town of Ithaca Department of Public Works prior to issuance of a plumbing permit and building permit. Plans showing all existing utilities, buildings, property lines, right-of-ways and proposed water and sewer connections must be submitted. Questions should be directed to the DPW/Engineering Department at 607.273.1656 or Bolton Point at 607.277.0660.

12). CULVERT AND HIGHWAY WORK PERMITS

New Driveways and any other work within street right-of-way(s) require a work permit. For information on a permit and approval of culvert installations, contact the appropriate agency(s):

- **Town Roads** Public Works Facility – 607-273-1656. Any work that will be done within a Town right-of-way must have a Highway Work Permit and must be obtained a minimum of 5 days prior to the start of work within the right-of-way. Permit applications are submitted to the Town Public Works Facility and must have the following information:
- **County and State Roads** – Contact Tompkins County Highway Department – 607-273-4262, or NYS DOT – 607-756-7072. These agencies may require several weeks, or more, to process a permit

13). OUTDOOR LIGHTING DETAILS

Chapter 173 of the Code of the Town of Ithaca regulates outdoor lighting. The following details must be provided on the plans:

- a) Plans indicating the location, description and type of any illuminating devices, fixtures, lamps, supports, reflectors, etc. The description may include, but is not limited to, catalog cuts by manufacturers and drawings (including sections where required);
- b) Photometric data, such as that furnished by manufacturers or similar data showing the angle of cut off or light emissions, and the lumen output.
- c) Additional evidence of compliance, such as certified test reports by a recognized testing laboratory, may be requested.

14). SPECIAL INSPECTIONS

Special Inspections are required as detailed in Chapter 17 of the NYS Building Code or upon request of the Code Enforcement Officer. A statement of special inspections must include full contact information of the Special Inspectors to be used and the schedule and duration of special inspections. Special inspection reports must be submitted in hard copy to the Code Enforcement Office.

15). STORMWATER PERMIT

Temporary erosion and sediment control (E&SC) is important even for small construction sites, such as individual home sites, that only disturb a small area. Small construction sites contribute a significant amount of sediment to downstream bodies of water. Sedimentation is one of the leading pollutants in Cayuga Lake, which is listed as an impaired water body by the New York State Department of Environmental Conservation (NYS DEC). All of the applications listed below are available at Town Hall and at www.town.ithaca.ny.us

- The Town of Ithaca requires sites with any of the following conditions to submit a **Simple Erosion and Sediment Control Plan**:
 - Land development activity disturbing more than 10,000 square feet and less than 1 acre.
 - Land development activity involving excavation and/or filling resulting in the movement of more than 50 but less than 250 cubic yards of fill, sod, loam, sand, gravel, or stone.
 - Activity involving the laying, replacing, or enlarging of an underground pipe or other facility for 300 feet or more.
 - Disturbance of a road ditch, drainage swale, or other channel for 30 feet or more.
- The Town of Ithaca requires sites with any of the following conditions to submit a **Basic Storm Water Pollution Prevention Plan (SWPPP)**:
 - Land development activity disturbing more than 1 acre but less than 5 acres.
 - Land development activity involving excavation and/or filling resulting in the movement of more than 250 cubic yards of fill, sod, loam, sand, gravel, or stone.
 - Land development activity disturbing less than 1 acre that is part of a larger common plan of development.
- The Town of Ithaca requires sites with any of the following conditions to submit a **Full Storm Water Pollution Prevention Plan (SWPPP)**:
 - Land development activity disturbing more than 1 acre that will directly discharge a pollutant of concern to an impaired water body or watershed.
 - Land development activity disturbing 5 acres or more.
 - Land development activity that creates 10,000 square feet or more of impervious cover, other than one or two family houses.
 - Land development activity that is part of a larger common plan of development that meets or exceeds these thresholds.

RESIDENTIAL CLIMATIC & GEOGRAPHIC DESIGN CRITERIA
TABLE R301.2(1)

<u>Ground Snow Load</u>	<u>Wind Speed</u>	<u>Seismic Design Category</u>	<u>Weathering</u>	<u>Frost Line Depth</u>	<u>Termite</u>	<u>NYS Climate Zone</u>	<u>Ice Shield Required</u>	<u>Flood Hazards</u>
40 psf up to 1000' elevation add 2 psf for each 100' of elevation	90 mph	B	severe	48"	moderate to heavy	Zone 6	2' from inside face of wall	FIRM panel 360851, 06/19/1985

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- A Free online version of the NYS Building Code may be referenced at <http://www.dos.ny.gov/dcea/>
- The Worker Compensation and Disability exemption forms **CE200** can be completed and printed at www.wcb.ny.gov
- New York State Code books may be purchased from the International Code Council www.iccsafe.org
- Free software for the energy code compliance check may be downloaded at www.energycodes.gov.
- The Code of the Town of Ithaca, including the Zoning Ordinance and a Zoning Map is available at www.town.ithaca.ny.us

Call or email the Town of Ithaca Code Enforcement Department with questions

607.273.1783

codes@town.ithaca.ny