



# 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)

## **POOLS**

### **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 specs \*\*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. Survey Map or Plot Plan
- \_\_\_\_\_ 6. Town of Ithaca Electrical Permit Application
- \_\_\_\_\_ 7. Outdoor lighting details
- \_\_\_\_\_ 8. Statement of special inspections
- \_\_\_\_\_ 9. Stormwater Permit (Simple, Basic or Full)
- \_\_\_\_\_ 10. Full specifications for pool from manufacturer
- \_\_\_\_\_ 11. Location and details of barrier including details on gates, doors and windows into the house
- \_\_\_\_\_ 12. Specifications for pool alarm

**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.***

**BUILDING PERMIT**

(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*

**ELECTRICAL ONLY PERMIT**

Residential

Application fee \$150, includes 3 site inspections. Additional inspections and in-office time, \$35 per ½ hour.

Commercial

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.

**TENT PERMIT** \$75

**SIGN PERMIT** \$100

**FIREWORKS**

Value of Display	Fee
\$1 - \$50,000	\$300.00
Over \$50,000	\$500.00

**Installation of Heating Unit**

Heating Unit Size	Fee
Up to 1,000,000 BTU	\$200.00
Over 1,000,000 BTU	\$300.00

**OPERATING PERMIT**

Type of Building	Fee
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

**BEFORE/AFTER NORMAL BUSINESS HOURS AND HOLIDAY INSPECTIONS (with prior approval)**

Before/After- **\$150 an hr/2 hour min** followed by ½ hr increments

Holiday - **\$200 an hr/2 hr min** followed by ½ hr increments

(fees include standard 1 hr travel time)

**WORKING WITHOUT A BUILDING PERMIT**

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.

**BUILDING PERMIT EXTENSION**

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.

**FOUNDATION WORK ONLY**

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.)

**TEMPORARY CERTIFICATE OF OCCUPANCY**

The greater of \$100.00 or 50% of the building permit fee.

**CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS**

\$100.00 with letter from property owner requesting certificate.

**FIRE SAFETY INSPECTION AND RE-INSPECTION**

\$50.00 for the first hour (1-hour minimum), \$30 per additional hour.

**ZONING BOARD OF APPEALS APPLICATION**

Area, Sign, and Sprinkler Variances and Special Approvals -- \$150 and Use Variance -- \$250; \$30.00 additional meeting; \$50.00 additional public hearing.

**FILL PERMIT**

\$100.00; additional fees apply if Zoning Board of Appeals and/or Planning Board approval is necessary.

**LETTER OF COMPLIANCE** - \$60 per letter



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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.*



# TOWN OF ITHACA- STORMWATER MANAGEMENT PROGRAM

215 North Tioga Street • Ithaca, NY 14850 • 607-273-1747 • www.town.ithaca.ny.us



## Simple Erosion and Sediment Control Plan

The Town of Ithaca Stormwater Management & Erosion and Sediment Control Law requires property owners and/or contractors to complete a Simple Erosion & Sediment Control Plan for small projects that do not require a formal Stormwater Pollution Prevention Plan (SWPPP). The purpose of the "Simple Plan" is to ensure that proper erosion control measures will be implemented during your project to prevent pollutants and sediment from entering our streams, wetlands, and Cayuga Lake.

**You must request a preconstruction Erosion Control Inspection prior to land disturbance. Erosion Control Inspections will be conducted on a regular basis by the Town of Ithaca. In case of deficiencies, an Erosion Control report will be emailed or mailed to the land owner/developer. Deficiencies should be addressed within 7 days to avoid penalty.**

Type of Land Development Activity:

Building Construction       Excavation or Filling       Utility Work       Other

Brief Description of Project:

### Project Information

Street Address/Location: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Total Area of Land Disturbance (square feet):  
\_\_\_\_\_ square feet

Total Volume Soil Excavation/Fill (cubic yards):  
\_\_\_\_\_ cubic yards

Email Distribution List for SWPPP Report Notices  
(in addition to owner notification):

### Owner/Developer Information

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

Contact Person: \_\_\_\_\_

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

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

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

### Contractor Information

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

Contact Person: \_\_\_\_\_

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

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

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

Required Submittals:

- Description of existing site conditions either in a narrative or shown on a drawing. Note adjacent areas in relation to potential erosion and sediment control problems including sloped areas and locations of on-site and off-site streams, ponds, and wetland areas.
- Drawing showing the total site area or parcel. Include delineation of areas to be disturbed and location of erosion and sediment control practices.
- List of erosion and sediment control practices to be implemented, including maintenance procedures and re-vegetation plan. Erosion and sediment control practices include but are not limited to silt fence, rock check dams, slope stabilization, and seeding and mulching. See back of form for tips on erosion and sediment control practices.

Developer and Contractor Certification:

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the submitted Simple Erosion and Sediment Control Plan. I also understand that it is unlawful for any person to cause or contribute to a violation of water quality standards."

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**OFFICE USE ONLY**

Reviewed by Engineering Department:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

### **A Simple Erosion and Sediment Control Plan is required for a project meeting any of the following conditions:**

- 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 and 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.

Erosion Control practices shall be installed prior to the beginning of land disturbance. An Erosion Control inspection is required by the Town of Ithaca **before any land disturbance** to ensure that erosion control practices have been installed correctly. Regular erosion control inspections by the Town of Ithaca are required and will continue throughout the construction process until the site is completely stabilized and re-vegetated. In case of deficiencies, inspection report comments will be emailed or mailed to the Owner/Developer. These comments shall be addressed within 7 days to avoid penalty. You may provide additional email addresses so that Contractors, Subcontractors, or others involved with the project will also receive copies of the inspection reports.

### **Erosion Control Tips:**

- Stabilize access points by installing a stone construction entrance to prevent off-site sediment tracking.
- Prevent erosion by placing silt fence along the contour of the land to prevent sediment from washing off the site. Silt fence should be toed-in to the ground 6 inches and stakes should be stapled to the downhill side of the silt fence.
- Stabilize all soils, including stockpiles that are temporarily exposed. Place silt fence around downhill side of stockpiles to limit sediment migration.
- Use inlet protection to prevent sediment from entering all storm drains that receive runoff from the disturbed areas.
- Temporary seed and mulch all bare areas that have not been worked on in 14 days, including stockpiles.
- Place rock check dams in ditches or other waterways to prevent erosion and limit sedimentation. Do not place silt fence in areas of concentrated flow such as ditches and waterways.
- Use erosion control blanket on steep slopes and in disturbed ditches to limit erosion.
- The final inspection will occur when permanent vegetative cover is established on the entire site and the entire site is stabilized.

For more information on erosion and sediment control practices, pick up a packet on Erosion and Sediment Control at the Town of Ithaca Town Hall or check out the following websites:

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

<http://www.dec.ny.gov/chemical/8694.html>

### **Penalties:**

- Failing to obtain or comply with a Simple Erosion and Sediment Control Plan is punishable by a fine of \$250 per day.
- Landowners/Developers failing to comply with the Simple Erosion and Sediment Control Plan may be issued a Stop Work Order to halt all land development activities, except for those activities that address the sediment and erosion control violation. The Stop Work Order shall remain in effect until the Town confirms the land development activity is in compliance.
- If the remedial measures are not completed to the satisfaction of the Town, the Town may enter the property to undertake remedial measures and present the landowner with a bill for all related costs and expenses.



# Simple Erosion & Sediment Control Plan Information

## TOWN OF ITHACA- STORMWATER MANAGEMENT PROGRAM

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### Purpose

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). To reduce pollution, 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 and 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.

Technical specifications are available from the Town of Ithaca for common erosion and sediment control practices that may be incorporated into your Simple Erosion and Sediment Control Plan.

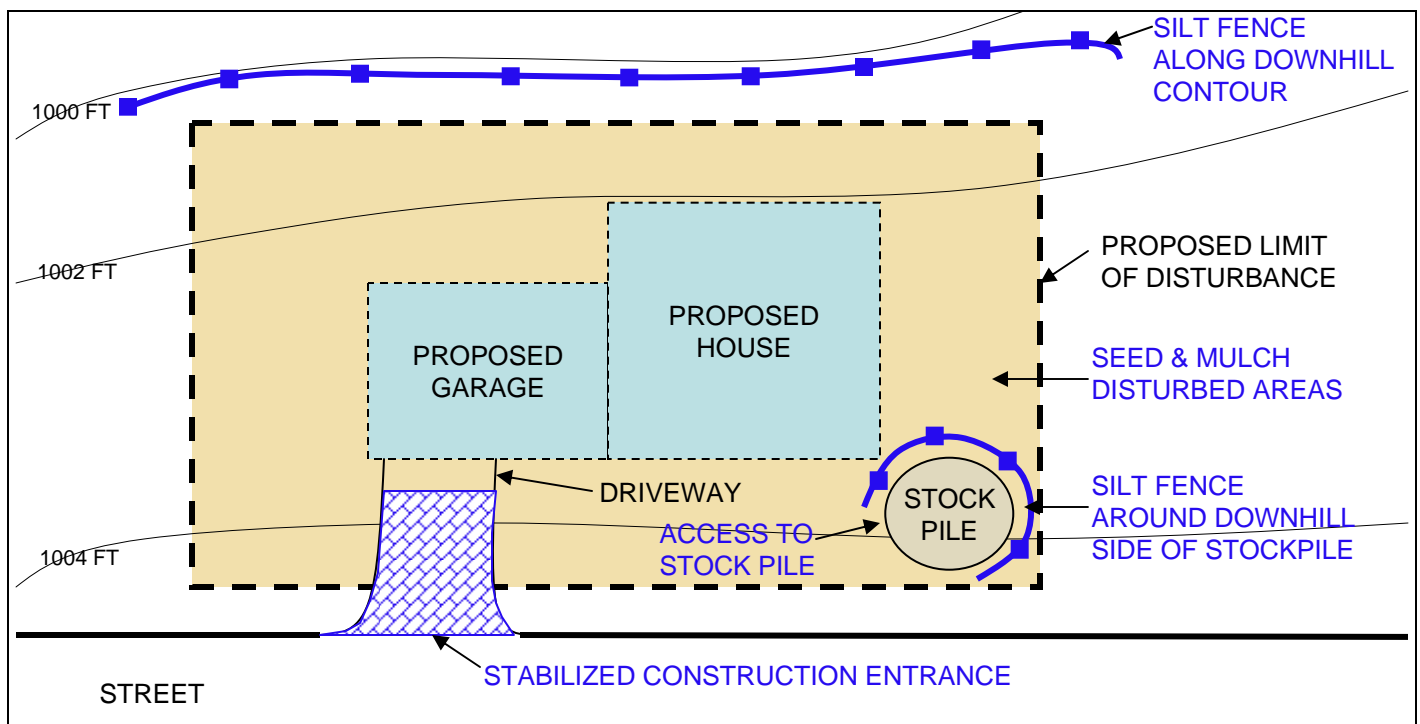
### Erosion and Sediment Control Practices

Prevention of erosion is the easiest and most cost-efficient method of erosion and sediment control. If no erosion occurs, then no sediment will run off the site. It is essential to stabilize the soil on the site in order to limit erosion. The protection of existing vegetation is very important for stabilization. In areas where existing vegetation must be disturbed, exposed soil can be temporarily covered by seeding and/or mulching or using an erosion control blanket or mat. To keep sediment from leaving the site, various structural controls can be utilized. Examples include stabilized construction entrances, silt fence, and rock check dams. It is important to maintain the erosion and sediment control practices to ensure that they continue to work. Practices should be checked once a week and be repaired, replaced, or cleaned out as necessary.

### Example

The following drawing provides an example of erosion and sediment control practices for a small site requiring a Simple Erosion and Sediment Control Plan. Your site may require a variety of these practices.

**EXAMPLE: COMMON CONDITIONS**



# TECHNICAL SPECIFICATIONS

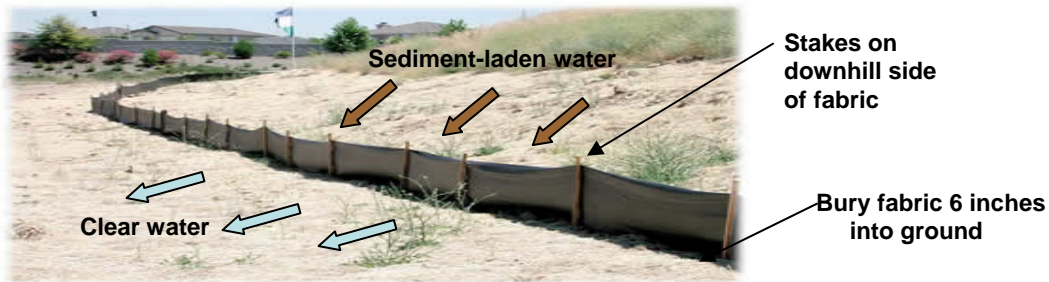
## SILT FENCE

### **Purpose:**

A silt fence is a temporary barrier of geotextile fabric held in place by stakes. The purpose of a silt fence is to reduce runoff velocity and filter sediment out of the stormwater runoff.

### **Design Criteria:**

- Silt fence should be placed on the contour downhill of the disturbed area. Silt fence shall be placed around stockpiles, leaving an access point on the uphill side of the stockpile. Silt fence should never be installed in a ditch or stream.
- Place silt fence as close to the disturbed areas as possible but 10 feet from the toe of a slope to allow for maintenance. The area beyond the silt fence should be undisturbed.
- Fence posts should be a minimum of 36 inches long and made of 3 inch square hardwood. Silt fence shall be fastened securely to fence posts with staples.
- Posts should be spaced not more than 10 feet apart and should be on the downhill side of the fabric so that the force of the water does not pull the fabric off the posts.
- When two sections of silt fence adjoin each other they shall be overlapped by 6 inches to maintain a constant filter.
- Silt fence fabric should be toed into the ground 6 inches and covered with compacted soil so that there are no gaps between the ground and the fabric.
- Silt fence shall be maintained as necessary and removed once the site is stabilized with vegetation.
- DO NOT use straw bales in place of silt fence. This is not an acceptable practice.



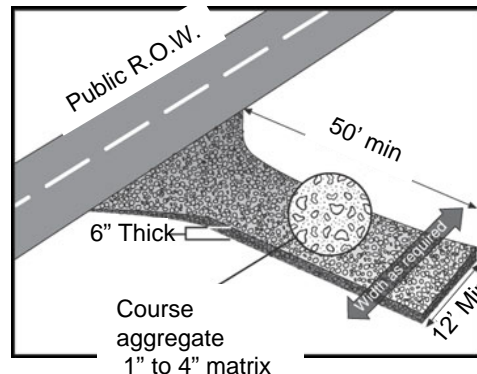
## STABILIZED CONSTRUCTION ENTRANCE

### **Purpose:**

A stabilized construction entrance is a stabilized pad of aggregate over a geotextile liner located at any point where traffic will be entering or exiting a construction site to a public right of way. The purpose of a stabilized construction entrance is to reduce the tracking of sediment onto public rights of way and to keep the sediment on the construction site.

### **Design Criteria:**

- Locate the stabilized construction entrance at all points of construction ingress and egress.
- The geotextile should be placed over the entire construction entrance area. Geotextile is not required for single family home construction sites.
- Aggregate placed over the geotextile shall be a matrix of 1 to 4 inch stone and shall be a minimum of 6 inches deep.
- The construction entrance width should be the full width of points where ingress and egress occur.
- The construction entrance length shall be a minimum of 50 feet, except for single family home sites which should be a minimum of 30 feet.
- Construction entrance shall be maintained as necessary. This may require periodic top dressing with additional aggregate.
- All sediment tracked onto public rights of way shall be removed immediately.
- Remove construction entrance once site is stabilized with vegetation or mulch and there is no more sediment leaving the site.



Please consult the New York State Standards and Specifications for Erosion and Sediment Control for more detailed specifications