



TOWN OF ITHACA

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

www.town.ithaca.ny.us



CODE ENFORCEMENT - BRUCE W. BATES, DIRECTOR

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

codes@town.ithaca.ny.us

SITE WORK

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
- _____ 5. Survey Map or Plot Plan
- _____ 6. Culvert and/or Highway Work Permit
- _____ 7. Outdoor lighting details
- _____ 8. Statement of special inspections
- _____ 9. 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)

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	FIREWORKS	
SIGN PERMIT	\$100	Value of Display	Fee
INSTALLTION OF HEATING UNIT		\$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		

OPERATING PERMIT	
Type of Building	
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

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

WORKING WITHOUT A BUILDING PERMIT FINE	
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	FIRE SAFETY INSPECTION AND RE-INSPECTION
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.
CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS	LETTER OF COMPLIANCE
\$100.00 with letter from property owner requesting certificate.	\$60 per letter
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.	
ZONING ONLY	
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: _____ 2nd 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.*