

Information for one-story wood frame detached garages, carports or sheds accessory to one- and two-family dwellings.

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BUILDING PERMIT APPLICATION

- Submit a completely filled out application with the property owner's signature or a copy of a signed contract by the owner.
- Submit one copy of a current property survey showing the property as it currently exists.
- Building Permit fees are based on the value of construction.

SITE PLAN Submit accurate site plan or property survey for review and approval, including:

- Location of the proposed detached garage, carport or shed and any other buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance regarding setback requirements.
- Distances from buildings and structures and to property lines shall be shown.
- Show easements (structures may not be constructed on these) and drainage patterns.
- Show locations of existing and proposed driveways to such garage, carport or shed.

ADDITIONAL REQUIREMENTS

- Two complete sets of plans and specifications detailing all work to be completed, including but not limited to:
 - Size and materials used in construction.
 - Brochure or specification sheet from the manufacturer or builder, including footing and framing details.
 - NOTE: If a truss for roof or floors is being used provide a certified truss certificate from the truss manufacturer. Also provide two truss layout plans, with proposed trusses identified.
- Contractor's complete name, address and telephone numbers and a certificate of insurance must be included for workers' compensation and disability (only NYS approved forms 'WC/DB110; GS-105.2, CE-200 or U-26.3 accepted) and contractor's liability insurance.
- If homeowner is doing the construction attach form BP-1(Residential Exemption)
- Application for electrical inspection by an agency approved by the Town of Salina:
 - **NOTE: New York State Law requires that you call Dig Safe NY 2-working days prior to any beginning any digging operations (811 or 1-800-962-7962).**

INSPECTIONS REQUIRED

- A schedule of required inspections will be given at the time the permit is issued.
- It is the builder and/or property owner's responsibility to schedule all required inspections and re-inspections by calling the Department of Planning & Development (451-0492).
- Any rejected inspections must be re-inspected after the items have been corrected. A scheduled appointment will need to be made (an additional fee may be assessed).
- **Typically a footing, framing, electrical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of compliance.**

. Excerpts from the Salina Zoning Ordinance:

§ 235-33. Accessory structures.

A. Detached accessory structures.

- (1) All detached accessory structures, including utility sheds and garages, but excluding signs erected in accordance with § 235-27 of this chapter, shall not be located closer than 10 feet to the principal structure and shall not be located within the front yard, required side or required rear yard of the principal structure. However, on lots in residential districts containing one-family or two-family dwelling utility sheds, but not garages, which do not exceed 120 square feet of lot coverage, nor contain a side larger than 12 feet, nor exceed a height of 12 feet from grade to the highest point, may be located within the rear yard of the lot but not in a public easement nor closer than five feet to the rear or side lot line. Only one such shed shall be allowed on any residential lot.
- (2) Detached garages. No detached garages in any residentially zoned district shall exceed 700 square feet in floor area or 15 feet in height or be located closer than 10 feet to any principal or other structure, except that such parcels in said districts with four or more residential dwelling units thereon may have a cumulative floor area not exceeding 240 square feet for each residential dwelling unit thereon, when approved by the Planning Board during site plan review. [Amended 8-28-2000]

Mail Pick up

APPLICATION FOR PERMIT – RESIDENTIAL

FOR TOWN USE ONLY	Application No. _____	Permit No. _____
Date Submitted _____	Permit Fee \$ _____	Map No. _____
Date Approved _____	Receipt No. _____	Zoning District _____
Date Denied _____	Check No. _____	Occupancy _____ Construction _____
Approved By _____	Conditions of Approval _____	

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Director of Planning & Development for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion of any building or premises or part thereof in the Town of Salina.

Address of Property: _____		Zip Code: _____
Lot Number: _____	Tract: _____	
PROPERTY OWNER		
Name: _____	Phone #: _____	
Address (City/State/Zip): _____	E-mail: _____	
Tenant Company Name: _____	Fax #: _____	
Applicant Name: _____	Phone #: _____	
Address: _____	E-mail: _____	
Designer Name: _____	Phone #: _____	
Address: _____	E-mail: _____	
Name of Contractor _____	Phone #: _____	
Address (City/State/Zip): _____	E-mail: _____	
Insurance Company: _____	Policy#: _____	Expiration Date: _____
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable – work not identified will require separate application form.)		
<input type="checkbox"/> New building	<input type="checkbox"/> Move building	<input type="checkbox"/> Addition
<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition/Remove	<input type="checkbox"/> Roofing
<input type="checkbox"/> Shed	<input type="checkbox"/> Fire Protection System	<input type="checkbox"/> Fence
<input type="checkbox"/> All others (Describe)	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Swimming pool/Spa
	<input type="checkbox"/> Fire Repair	<input type="checkbox"/> Foundation
	<input type="checkbox"/> Fire Insurance	<input type="checkbox"/> Mechanical work
	<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Garage
	<input type="checkbox"/> Tenant Alteration	
Describe proposed work, including use and size of all items checked above: 		
The application must contain all information found on the handout sheet to be considered complete and to be processed.		
Parcel type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other		
# Dwelling units: _____	Square feet: _____	
Electrical Application #: _____	Agency: _____	
Plumbing Permit #: _____	Plumber: _____	
Estimated VALUE of all work, materials and labor for the work under this application: \$ _____		
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No	Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature _____ Signature of Applicant: _____

**TOWN OF SALINA
PLANNING AND DEVELOPMENT
FEE SCHEDULE**

BUILDING PERMIT FEES		Base Fee	Plus	Variable
Building Permits:	Residential (per dwelling unit)	\$ 25.00	\$ 7.00	Per \$1000 value
	Commercial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Multiple Dwelling (per dwelling unit)	\$ 50.00	\$ 7.00	Per \$1000 value
	Industrial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Where work started before permit is obtained	<i>Double fee noted above</i>		
	Renewal of building permit	25% of original fee: Minimum Fee \$ 25.00		
	Plan Reviews:	<i>(Where no building permit is issued)</i>		
		50% of fee noted above: Minimum Fee \$ 25.00		
	Refund	Where no work is begun on a permit 50% of fee		
	Certificate of Occupancy	Permanent \$ 25.00		
		Temporary (maximum 30 days) \$ 25.00		
	Certificate of Compliance	Where building permit is in effect \$0.00		
		Where no building permit is in effect		
		1- or 2-family dwelling (per unit) \$ 50.00		
		All other occupancies/uses (per unit) \$ 100.00		
	Signs	Sign Permits: (Base fee per sign) \$ 50.00 \$ 1.00 per 1 sq ft		
	Fences (per Chapter 115)	1- and 2-family uses \$ 25.00		
		all other uses/occupancies \$ 100.00		
	Microfilming Fee	Where plans are not submitted in electronic format (per page) \$ 5.00		