

Town of Salina

Department of Planning & Development

RESIDENTIAL: New, Addition, Alteration & Repair One or Two-family dwellings including Town Homes

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 copy of subdivision approval including block and lot number.
- Building Permit fees are based on the value of construction

SITE PLAN

Submit accurate site plan or properly survey for review and approval, including:

- Location of the proposed dwelling and other proposed buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance and the approved subdivision regarding setback requirements.
- Distances from buildings and structures and to property lines shall be shown.
- Show easements (*structures may not be constructed on easements*) and drainage patterns.
- Show locations of existing and proposed driveways for property.
- Indicate the storm water management features in compliance with the SWPPP approved.

ADDITIONAL REQUIREMENTS

- Two complete sets of plans and specifications (signed and sealed by an New York State registered architect or licensed engineer) detailing all work to be completed, including but not limited to:
 - Foundation plans with complete details.
 - Floor plans with the window and door sizes and all dimensions.
 - Structural drawings including sections and elevations.
 - Electrical details with one-line drawings and layout, including smoke detector location on each floor and in each sleeping space also carbon monoxide detector locations.
 - Plumbing details with fixture layout and line details.
 - Mechanical details showing equipment layout and calculations.
 - Energy Code compliance details and worksheet.
 - **NOTE:** If trusses for roof or floors are being used, provide a certified truss certificate from the truss manufacturer. Also, provide two truss layout plans with proposed trusses identified.

- Emergency Escape windows for all habitable spaces must be provided, and these shall be shown on the plans and specifications provided.
- Contractor's complete name, address, telephone numbers and a certificate of insurance must be included for workers' compensation and disability (only NYS approved forms WC/DB-110; CE-200, GS-105.2 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.
- Application for plumbing permit from the Onondaga County Division of Plumbing (315)435-6614.
- A driveway permit issued by the applicable state, county or town highway agency.
- **NOTE: New York State Law requires that you call Dig Safe NY two working days prior to any digging (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 (315) 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*).
- Footing, framing, insulation, electrical, plumbing, mechanical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of occupancy.
- The building cannot be occupied, in whole or in part, without a certificate of occupancy being issued by the department of Planning & Development.
- An as-built survey showing elevations for all corners of the building and a statement from the surveyor that the final grade is in substantial compliance with the approved subdivision drainage plan.

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 _____	

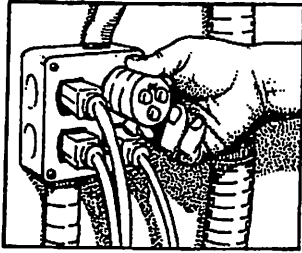
Print or Type clearly and fill in all spaces that apply!

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/Repair	<input type="checkbox"/> Garage
	<input type="checkbox"/> Fireplace/stove	<input type="checkbox"/> Mechanical work
	<input type="checkbox"/> Temporary tent	
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
Department of Planning and Development
Code Enforcement Division

201 School Road
Liverpool, NY 13088
Tel: (315) 451-0492 Fax: (315) 457-4785
E-mail: codes@salina.ny.us

Electrical Inspection Agencies

The following agencies have been approved by the Town of Salina for conducting electrical inspections.

Central New York Electrical Inspection Services LLC

7910 Rinaldo Boulevard West
Bridgeport, NY 13030
(315) 633-0027
LJKinne@twcny.rr.com

Commonwealth Electrical Inspection Service Inc.

1355 Pittsford-Mendon Road
P.O. Box 723
Mendon, NY 14506
(585) 624-2380

Middle Department Inspection Agency

143 Troy-Schenectady Road
Watervliet, NY 12189
1-800-USE-MDIA - 1-800-(873-6342)
(315) 452-5304

New York Atlantic-Inland Inc.

P.O. Box 332
Mexico, NY 13114
(315) 532-0110
richard.kersey778@gmail.com

The Inspector

5390 State Route 11
Burke, NY 12917
(315) 247-9162
www.theelectricalinspector.com

Application forms may be obtained from the inspection agency or in some cases on line.

**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	\$ -		
	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+B85	\$ 100.00		
Microfilming	Per sheet (if not submitted in electronic format: tiff or pdfa)	\$ 5.00	Per page	

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

FIRE INSPECTION / OPERATING PERMIT FEES		Base Fee	Plus	Variable
Fire Safety/Property Maintenance Inspections	(Inspections required by Title 19, NYCRR)			
	Buildings not exceeding 5000 square feet	\$ 50.00		
	Buildings 5,001- 20,000 square feet	\$ 75.00		
	Buildings over 20,000 square feet	\$ 100.00		
Operating (Fire Code) Permits	Assembly (Fire Inspection Fee noted above plus)	\$ 75.00		
	Hazardous materials (storage, handling, use)	\$ 75.00		
	Hazardous processes	\$ 100.00		
	Pyrotechnic devices (per event)	\$ 75.00		
	Hazardous use or occupancy	\$ 75.00		
	Other (per event)	\$ 75.00		
	Fireworks (per event)	\$ 75.00		

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

ZONING / PLANNING FEES		Base Fee	Plus	Variable
Variances	(Application fee not refundable)			
	Residential (1- and 2-family uses)			
	Sheds, pools, fences	\$ 75.00		
	All other uses	\$ 125.00		
	Multiple dwellings and other non residential uses	\$ 400.00		
	All use variances	\$ 500.00		
Interpretations	Variance ordinance	\$ 100.00		
Zoning Compliance Letters		\$ 50.00		
Site Plan/Special Permit Review				
	Application for initial site plan review only	\$ 500.00		
	Application for special permit only	\$ 500.00		
	Application for combined site plan and special permit	\$ 900.00		
	Engineering and legal deposit (separate check)			
	Minor (Revisoin to existing without Stormwater Pollution Prevention Plan) site plan	\$ 2,500.00		
	Major (New or Major site work to existing) site plan	\$ 5,000.00		
Subdivisions	Lot Line Adjustment	\$ 75.00		
	Re-subdivision - Residential (Over 3 lots with not streets or utilities)	\$ 500.00		
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00		
	Minor Residential Subdivision 4 lots or less with no new streets/utilities	\$ 500.00		
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00		
	Major Residential Subdivision (More than 4 lots or with new streets/utilities)	\$ 500.00		
	Engineering & legal (BASE)	\$ 5,000.00	\$ 75.00	per lot created
	Non-residential Subdivision	\$ 500.00		
	Engineering & legal (BASE)	\$ 5,000.00	\$ 500.00	per lot created
Microfilming	Per sheet (if not submitted in electronic format: tiff or pdfa)	\$ 5.00	Per page	

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1.

- ◆ Form BP-1 shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall either:
 - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party. ****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

<p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.