

Information for demolition permits.

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 cost of the demolition including tipping fees.

ADDITIONAL REQUIREMENTS

- Provide a copy of the asbestos survey, and proof of mitigation if asbestos was documented, where the structure was constructed prior to January 1, 1974 (see Part 56, 12, NYCRR).
- Documentation that all utilities (gas, electric, water, sewer and telephone) have been disconnected and properly terminated.
- Wells and septic tanks (if present) must either be filled or permanently capped with approved materials.
- Underground tanks for hazardous materials must be removed and a closure report filed showing there is no need for mitigation or that mitigation has been completed.
- Remove all floors, foundations, footing, basement and retaining walls to a minimum 18-inches below grade.
- Demolition debris must be removed from the site and delivered to a licensed landfill or recycling facility.
- Fill excavations and other cavity with clean fill not larger than 4-inches in dimension and cover so that no broken concrete is exposed.
- Grade site and seed so that surface is smooth and will not allow pooling of water. Grading shall conform to existing neighboring grades on all sites of the lot.
- See the Building Code of New York State, Chapter 33 for requirements regarding safeguarding the demolition site.
- Contractor's certificate of insurance must be included for workers' compensation (only NYS approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractor's liability insurance.
- **NOTE: New York State Law requires that you call Dig Safe NY 2-working days prior to any beginning any digging operations (1-800-962-7962).**

INSPECTIONS REQUIRED

- Final Inspection is required at completion of work, at which time receipts verifying the demolition debris has been properly disposed of must be shown to the inspector.

Excerpt from the Building Code of New York State, Chapter 33

§3303 DEMOLITION

§3303.1 Construction documents. Construction documents and a schedule for demolition must be submitted when required by the code enforcement official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.

§3303.2 Pedestrian protection. The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

§3303.3 Means of egress. A party wall balcony or horizontal exit shall not be destroyed unless and until a substitute means of egress has been provided and approved.

§3303.4 Vacant lot. Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

§3303.5 Water accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

§3303.6 Utility connections. Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

Mail Pick up

APPLICATION FOR PERMIT

Appl#:

FOR TOWN USE ONLY			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"/> Fence	<input type="checkbox"/> Fire Protection System
<input type="checkbox"/> All others (Describe)	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Fire Repair
	<input type="checkbox"/> Swimming pool/Spa	<input type="checkbox"/> Foundation
	<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Garage
		<input type="checkbox"/> Fireplace/stove
		<input type="checkbox"/> Mechanical work
		<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: _____



New York State Department of Labor
Eliot Spitzer, *Governor*
M. Patricia Smith, *Commissioner*

OCTOBER, 2007

Dear Sir or Madam:

I would like to take this opportunity to offer you some useful information associated with the asbestos exposure associated with the demolition/renovation of buildings in your locality. A copy and updates to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, www.labor.state.ny.us

I wish to request your assistance in our enforcement efforts thereby protecting the health of your community, specifically in the area of building demolition/renovations. Please feel free to incorporate the enclosed: **NOTICE RE: BUILDING DEMOLITION/RENOVATION** and **NOTICE TO BUILDING PERMIT APPLICANTS** with the information you provided to contractors when a demolition/renovation permit is issued.

Should you have any questions, please contact the Asbestos Control Bureau District Office nearest to you (listed on the enclosed sheet) or myself at the NYS Department of Labor, Asbestos Control Bureau, State Office Building Campus, Building 12, Room 157, Albany, New York 12240 or by telephone (518) 457-1255.

Enclosures



New York State Department of Labor
Eliot Spitzer, *Governor*
M. Patricia Smith, *Commissioner*

OCTOBER, 2007

**NOTICE
RE:
BUILDING DEMOLITION/RENOVATION**

Industrial Code Rule 56 established work practice, asbestos contractor license, and asbestos worker training and certification requirements that protect the public from cancer causing airborne asbestos fiber that can arise from various construction activities, including the demolition/renovation of a building. One very important aspect of the Code covers requirements that specifically address the potential public health hazards associated with the significant amount of airborne asbestos fiber that can be released during the demolition/renovation of a building that contains asbestos or asbestos-containing materials.

New York State Labor Law (Article 10, Section 241 section 241.10) and the Code require a survey of the impacted portion of the building to be performed to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. **The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau.** Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed.

Your assistance, as specified below, would facilitate our enforcement efforts and help avoid the necessity of citing building owners who violate the statute and code:

1. Share this information with the individuals on your staff responsible for issuing demolition/renovation permits. Encourage your staff to contact the appropriate District Office of the Asbestos Control Bureau on the enclosed list should any asbestos issues arise, specifically those related to demolition/renovation.
2. Consider establishing a policy of not issuing a demolition/renovation permit until compliance with Industrial Code Rule 56 is achieved.
3. Call the appropriate District Office of the Asbestos Control Bureau when a demolition/renovation permit is issued to a contractor that has **failed** to provide a survey or has **not removed** the identified asbestos.

Any cooperation you can provide will not only assist in our enforcement efforts but protect the health of your community.



New York State Department of Labor
Eliot Spitzer, Governor
M. Patricia Smith, Commissioner

OCTOBER, 2007

**CONTACT INFORMATION
FOR
ASBESTOS PROJECTS**

The Department of Labor regulates most asbestos control activities in the State through its Asbestos Control Bureau; all contractors must be licensed and all asbestos handlers certified by the Department's Worker Protection Central Processing Unit. Projects must be conducted in accordance with safety standards promulgated by the Commissioner of Labor to avoid potential public health hazards that can result from the improper handling of asbestos or asbestos material, a potential carcinogen. A copy and update to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, www.labor.state.ny.us.

For more information, call or write the New York State Department of Labor, Division of Safety and Health at one of the following locations:

**ASBESTOS CONTROL BUREAU
DISTRICT OFFICES**

ALBANY

State Office Campus
Building 12, Room 157
Albany, NY 12240
Tel: (518) 457-2072

BUFFALO

65 Court Street
Room 405
Buffalo, NY 14202
Tel: (716) 847-7126

SYRACUSE

450 South Salina St.
4th Floor – Room 401
Syracuse, NY 13202
Tel: (315) 479-3215

NEW YORK CITY

75 Varick St.
7th Floor
New York, NY 10013-1917
Tel: (212) 775-3538

**TO SUBMIT:
ASBESTOS PROJECT NOTIFICATION
AND/OR EMERGENCY NOTIFICATION**

Asbestos project notifications may be made on-line by going to: www.labor.state.ny.us, quick links, to Asbestos Notification, by licensed asbestos contractors. Emergency notifications must initially be called in for approval: (518) 485-9263. After the approval process, the contractor may proceed to pay and fill out the appropriate on-line notification. You may also mail in your paperwork to: NYS Department of Labor, Worker Protection Central Processing Unit, State Office Campus, Building 12, Room 290, Albany, NY 12240, Tel: (518) 485-9263.

Questions about obtaining and/or renewing an Asbestos license or any type of Asbestos Certification may also be obtained from the Worker Protection Central Processing Unit.

**Town of Salina
Department of Planning & Development
Fee Schedule**

Building Permits:

Where the total valuation of work is:

Up to \$1,000:

Residential (per dwelling unit) \$25.00

Commercial/Industrial (per tenant space) \$50.00

For each additional \$1,000.00 or fraction thereof \$7.00

• Where work started before permit is obtained (Double above fee)

Renewal of building permit 25% of original fee

Minimum fee \$25.00

Plan Reviews: (Where no building permit is issued)

50% of fee noted above

Minimum fee \$25.00

Refund: Where no work is begun on a permit

50% of permit fee above

Certificate of occupancy

Permanent \$25.00

Temporary \$25.00

Certificate of compliance:

Where building permit is in effect No charge

Where no building permit is in effect

1- and 2-family dwellings (per unit) \$50.00

All other occupancies/uses (per unit) \$100.00

Signs:

All signs (per sign) \$50.00

(Plus \$1.00 / square foot)

Fences (Chapter 115):

1- and 2-family uses: \$25.00

All other uses \$100.00

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

Hazardous Materials (storage, handling or use) \$75.00

Hazardous Process \$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
Department of Planning & Development
Fee Schedule**

Variances: (application fees are not refundable)

Area Variances:

Residential (1- and 2-family uses – sheds, pools, fences)	\$75.00
Residential (1- and 2-family all other uses)	\$125.00
Multiple dwellings and other non-residential uses:	\$400.00
Use Variances (all uses):	\$500.00

Interpretations: (application fees are not refundable) \$100.00

Zoning Compliance Letters: \$50.00

Site Plan/Special Permit Review: (application fees are not refundable)

Application for initial site plan review:	\$500.00
Application for special permit only	\$500.00
Combined site plan review and special permit	\$900.00
*Engineering and legal deposit (<i>SEPARATE CHECK</i>)	
<i>Minor Site Plan</i>	\$2,500.00
<i>Major Site Plan Review</i>	\$5,000.00

Revision to approved site plan	\$500.00
*Engineering deposit (<i>see minor site plan above</i>)	

SEQR Legal and Engineering Review Fees: Actual cost to Town

Subdivisions:

Lot Line Adjustment \$75.00

Minor Subdivision (Re-subdivision) - Residential

(4 lots or less with no new streets or utilities)

Application for subdivision (<i>Application fees are not refundable</i>)	\$500.00
Engineering and legal fee (<i>SEPARATE CHECK</i>)	\$1000.00
	<i>(per lot to be created)</i>

Major Subdivision - Residential

(4 lots or more)

Application for subdivision (<i>Application fees are not refundable</i>)	\$500.00
Engineering and legal fee (<i>SEPARATE CHECK</i>)	\$5,000.00 plus \$75.00 per lot created

Non-Residential Subdivision

Application for subdivision (<i>Application fees are not refundable</i>)	\$500.00
Engineering and legal fee (<i>SEPARATE CHECK</i>)	\$5,000.00 plus \$500.00 per lot created