

App. Approved \_\_\_\_\_  
 Date \_\_\_\_\_ Authorized Official \_\_\_\_\_  
 App. Disapproved \_\_\_\_\_  
 Date \_\_\_\_\_ Authorized Official \_\_\_\_\_  
 Sewer Permit No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Electrical Permit No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Board Decisions \_\_\_\_\_ Case # \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOWN OF CLAY**  
 4401 Route 31, Clay, NY 13041 (315) 652-3800  
**RESIDENTIAL**  
**ALTERATION PERMIT APPLICATION**  
 Department of Planning and Development

Permit Number \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
 Tax Map Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*\*\*Applicant – do not write above this line\*\*\*

👉 Visit us online at: [www.townofclay.org](http://www.townofclay.org)

**Nature of Work (Please check applicable item)**

**XXXX Alteration\* \* SF**

**Building Permit Fees.** Where the TOTAL VALUATION of the work is:  
 \$1 - \$1000..... \$25.00  
 For each additional \$1,000.00 or fraction thereof \$ 6.00

**Property Information**

**Address** or Tract/Lot \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Present Use & Occupancy \_\_\_\_\_  
 Present Square Footage \_\_\_\_\_  
 Owner Information - PLEASE PRINT

**Property Owner**

**Owner's Address**

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Owner's Phone#**

**Email**

**Owner's Signature:**

**Total Project Value: \$**

**Permit Fee: \$** \_\_\_\_\_ **(cash or check only)**

**Project Description**

**Approved Plan Reference:** \_\_\_\_\_ Phone \_\_\_\_\_  
 Architect or Engineer \_\_\_\_\_ Plan Date (Original) \_\_\_\_\_  
 Company \_\_\_\_\_ Last Revision \_\_\_\_\_  
 Plan Title \_\_\_\_\_ Number of Pages \_\_\_\_\_

**Applicant Information: (if different from owner)**

x \_\_\_\_\_ is the \_\_\_\_\_  
 (Name of individual signing application) (agent, contractor, corporate officer, etc.)  
 x \_\_\_\_\_ Zip \_\_\_\_\_  
 (Address) (City) (State)  
 \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 (Signature)

APPLICATION IS HEREBY MADE to the commissioner for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

**Contractor Information:**

**Name of Contractor** \_\_\_\_\_ Site Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractors Liability Insurance :** \_\_\_\_\_ ATTACHED, OR \_\_\_\_\_ ON FILE

**Workers' Compensation Insurance and Disability Insurance:** \_\_\_\_\_ ATTACHED, OR \_\_\_\_\_ ON FILE

Electrical work to be inspected by, and Certificate of Approval obtained from, the CNY Electrical Inspection Service, Commonwealth Electrical Inspection Service, Middle Department Inspection Agency or The Inspector.

Plumbing work to be inspected by, and Certificate of Approval obtained from, The Onondaga County Dept. of Health.

Please attach separate drawing (survey) showing clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Show street names and indicate whether interior or corner lot.

**OFFICE USE:** ( ) Applicant ( ) Assessor ( ) File



**RESIDENTIAL**

**Town Of Clay - Building Permit Fees**

12/15

**Partial Schedule**

	\$1.00-\$1,000 - \$25	\$21,000 - \$145	\$41,000 - \$265	\$61,000 - \$385	\$81,000 - \$505
	\$2,000 - \$31	\$22,000 - \$151	\$42,000 - \$271	\$62,000 - \$391	\$82,000 - \$511
	\$3,000 - \$37	\$23,000 - \$157	\$43,000 - \$277	\$63,000 - \$397	\$83,000 - \$517
	\$4,000 - \$43	\$24,000 - \$163	\$44,000 - \$283	\$64,000 - \$403	\$84,000 - \$523
	\$5,000 - \$49	\$25,000 - \$169	\$45,000 - \$289	\$65,000 - \$409	\$85,000 - \$529
	\$6,000 - \$55	\$26,000 - \$175	\$46,000 - \$295	\$66,000 - \$415	\$86,000 - \$535
	\$7,000 - \$61	\$27,000 - \$181	\$47,000 - \$301	\$67,000 - \$421	\$87,000 - \$541
	\$8,000 - \$67	\$28,000 - \$187	\$48,000 - \$307	\$68,000 - \$427	\$88,000 - \$547
	\$9,000 - \$73	\$29,000 - \$193	\$49,000 - \$313	\$69,000 - \$433	\$89,000 - \$553
\$1.00-\$1,000.00-\$25	\$10,000 - \$79	\$30,000 - \$199	\$50,000 - \$319	\$70,000 - \$439	\$90,000 - \$559
For each additional	\$11,000 - \$85	\$31,000 - \$205	\$51,000 - \$325	\$71,000 - \$445	\$91,000 - \$565
\$1,000 or fraction	\$12,000 - \$91	\$32,000 - \$211	\$52,000 - \$331	\$72,000 - \$451	\$92,000 - \$571
thereof - ADD \$6	\$13,000 - \$97	\$33,000 - \$217	\$53,000 - \$337	\$73,000 - \$457	\$93,000 - \$577
	\$14,000 - \$103	\$34,000 - \$223	\$54,000 - \$343	\$74,000 - \$463	\$94,000 - \$583
	\$15,000 - \$109	\$35,000 - \$229	\$55,000 - \$349	\$75,000 - \$469	\$95,000 - \$589
\$225,000 = \$1,369	\$16,000 - \$115	\$36,000 - \$235	\$56,000 - \$355	\$76,000 - \$475	\$96,000 - \$595
	\$17,000 - \$121	\$37,000 - \$241	\$57,000 - \$361	\$77,000 - \$481	\$97,000 - \$601
\$250,000 = \$1,519	\$18,000 - \$127	\$38,000 - \$247	\$58,000 - \$367	\$78,000 - \$487	\$98,000 - \$607
	\$19,000 - \$133	\$39,000 - \$253	\$59,000 - \$373	\$79,000 - \$493	\$99,000 - \$613
\$275,000 = \$1,669	\$20,000 - \$139	\$40,000 - \$259	\$60,000 - \$379	\$80,000 - \$499	\$100,000 - \$619
	\$101,000 - \$625	\$121,000 - \$745	\$141,000 - \$865	\$161,000 - \$985	\$181,000 - \$1,105
\$300,000 = \$1,819	\$102,000 - \$631	\$122,000 - \$751	\$142,000 - \$871	\$162,000 - \$991	\$182,000 - \$1,111
	\$103,000 - \$637	\$123,000 - \$757	\$143,000 - \$877	\$163,000 - \$997	\$183,000 - \$1,117
\$325,000 = \$1,969	\$104,000 - \$643	\$124,000 - \$763	\$144,000 - \$883	\$164,000 - \$1,003	\$184,000 - \$1,123
	\$105,000 - \$649	\$125,000 - \$769	\$145,000 - \$889	\$165,000 - \$1,009	\$185,000 - \$1,129
\$350,000 = \$2,119	\$106,000 - \$655	\$126,000 - \$775	\$146,000 - \$895	\$166,000 - \$1,015	\$186,000 - \$1,135
	\$107,000 - \$661	\$127,000 - \$781	\$147,000 - \$901	\$167,000 - \$1,021	\$187,000 - \$1,141
\$375,000 = \$2,269	\$108,000 - \$667	\$128,000 - \$787	\$148,000 - \$907	\$168,000 - \$1,027	\$188,000 - \$1,147
	\$109,000 - \$673	\$129,000 - \$793	\$149,000 - \$913	\$169,000 - \$1,033	\$189,000 - \$1,153
\$400,000 = \$2,419	\$110,000 - \$679	\$130,000 - \$799	\$150,000 - \$919	\$170,000 - \$1,039	\$190,000 - \$1,159
	\$111,000 - \$685	\$131,000 - \$805	\$151,000 - \$925	\$171,000 - \$1,045	\$191,000 - \$1,165
\$425,000 = \$2,569	\$112,000 - \$691	\$132,000 - \$811	\$152,000 - \$931	\$172,000 - \$1,051	\$192,000 - \$1,171
	\$113,000 - \$697	\$133,000 - \$817	\$153,000 - \$937	\$173,000 - \$1,057	\$193,000 - \$1,177
\$450,000 = \$2,719	\$114,000 - \$703	\$134,000 - \$823	\$154,000 - \$943	\$174,000 - \$1,063	\$194,000 - \$1,183
	\$115,000 - \$709	\$135,000 - \$829	\$155,000 - \$949	\$175,000 - \$1,069	\$195,000 - \$1,189
\$475,000 = \$2,869	\$116,000 - \$715	\$136,000 - \$835	\$156,000 - \$955	\$176,000 - \$1,075	\$196,000 - \$1,195
	\$117,000 - \$721	\$137,000 - \$841	\$157,000 - \$961	\$177,000 - \$1,081	\$197,000 - \$1,201
\$500,000 = \$3,019	\$118,000 - \$727	\$138,000 - \$847	\$158,000 - \$967	\$178,000 - \$1,087	\$198,000 - \$1,207
	\$119,000 - \$733	\$139,000 - \$853	\$159,000 - \$973	\$179,000 - \$1,093	\$199,000 - \$1,213
\$1,000,000=	\$120,000 - \$739	\$140,000 - \$859	\$160,000 - \$979	\$180,000 - \$1,099	\$200,000 - \$1,219
\$6,019					





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## TOWN OF CLAY

DEPARTMENT OF  
PLANNING & DEVELOPMENT

MARK V. TERRITO,  
COMMISSIONER

### PROCEDURES FOR OBTAINING RESIDENTIAL BUILDING PERMITS FOR ALTERATIONS

1. Permit application filled out, and appropriate fee paid.
2. We need your **survey** showing where your home is placed on your property. Please draw in approximate location of the new construction.
3. Setbacks must be met as required by the zoning of our property. Anything closer to property lines are in violation of the Town of Clay Zoning Ordinance. You cannot build any structure on an easement. (Width of easements take precedence over normal setbacks.) For properties that are designated in a floodplain, additional requirements of Chapter 112 must be met.
4. 2 Sets of plans or drawings showing what you are building, materials that you are using and how it will be constructed. Stamped and signed architectural prints may be required.
5. Contractors must submit **Certificate of Liability** and **Certificate of Compensations and Disability Benefits** insurance coverage.
6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30am to 4:30pm. Permits will be accepted until **4:00pm**. Applications are taken on a first come first served basis. Permits will be issued usually within 5 business days depending on the number of applications at any given time and once all information has been approved.
7. Upon issuance of your building permit, please contact the authorized official for the necessary inspections to be made during the course of construction. Inspections require a 48 hour (business day) notice.

## **RESIDENTIAL ALTERATION REQUIREMENTS:**

1. APPLICATION
2. SURVEY
3. STAMPED ARCHITECTURAL OR ENGINEERS DRAWINGS
4. CONTRACTORS INSURANCE, LIABILITY AND WORKERS COMP
5. IF DOING WORK YOURSELF MUST HAVE A CE-200 FORM. SEE DIRECTIONS BELOW:
  - Go to 'townofclay.org'
  - Next- go to 'Planning & Development'
  - Next- go to 'Forms, Permits, & Info'
  - Next- Click on 'Certificate of Attestation of Exemption' (CE-200) and click on the link.
  - Please print your certificate and bring it in with your application.
6. PERMIT FEE ACCORDING TO COST OF CONSTRUCTION



“One of America’s 100 Best Places to Live

## Finishing Basements: What You Need To Know

- To be able to convert a basement space into habitable space, there are several requirements that have to be met. For example, habitable rooms must have a ceiling height of not less than 7 feet from the finished floor. Beams girders, ducts or other obstruction may project to within 6 feet, 8 inches, of the finished floor.
- Light and ventilation need to be supplied to all habitable rooms by providing an aggregate glazing area (windows) of not less than 8% of the floor area for light, and not less than 4% of the floor area for a minimum operable area to the outdoors for ventilation.
- Basements with habitable space and every sleeping room need to have at least one openable emergency escape and rescue opening. The opening needs to have a sill height of not more than 44 inches above the floor. As long as the opening is not more than 44 inches above or below the finished ground level outside, it must have a minimum net clear opening of 5 square feet; otherwise it must have a minimum net clear opening of 5.7 square feet. In any case, the opening must be at least 24 inches wide and 20 inches high, and operational from the inside without the use of keys or tools.
- It is also possible to use window wells for emergency egress. The horizontal dimension of the window well must provide a net clear area of at least 9 square feet, and must have a minimum horizontal projection of at least 36 inches. If the window well has a greater vertical depth than 44 inches, then it must be equipped with a permanent ladder or steps that are usable with the window open.
- It is also important to note that furnaces in basements generally need at least 1 cubic foot of space for each 10 Btu/h rating of the particular furnace. Depending on the size of the basement and any partitions proposed, this may limit what can be done in a particular space.
- If any part of the space is to be used as a sleeping room, smoke alarms must be installed in each sleeping room, outside of each sleeping area and on each additional story of the dwelling. They must be interconnected and hard-wired with a battery back-up. This applies to the entire house, including basements. Carbon monoxide alarms are also required to be installed on the lowest story having a sleeping area.
- All of the above is just a summary of the basic requirements. Depending on the specifics of your project, there are many different ways to satisfy the code requirements. We cannot design your project for you, but we will let you know if your design complies.