

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**  
**BUILDING 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)**

\_\_\_\_\_ Addition \* \_\_\_\_\_ SF \* # Bathrooms \_\_\_\_\_  
 \_\_\_\_\_ Alteration\* \_\_\_\_\_ \* SF  
 \_\_\_\_\_ \*\*Shed \_\_\_\_\_ SF (over 400 SF USE Garage)  
 \_\_\_\_\_ Deck \_\_\_\_\_ SF  
**XXXX Garage/Pole Barn \_\_\_\_\_ SF**  
 \_\_\_\_\_ Fireplace, \_\_\_\_\_ Insert  
 \_\_\_\_\_ Demolition  
 \_\_\_\_\_ \*\*Fence \_\_\_\_\_ Height  
 \_\_\_\_\_ Other \_\_\_\_\_

**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: \$** \_\_\_\_\_

**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

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

\*\*Sheds 200 sq. ft. or under - **\$30** flat fee  
 \*\*Fence - **\$30** flat fee

**Project Description**

Description of Proposed Development or Intended Use \_\_\_\_\_

**Approved Plan Reference:**

Architect or Engineer \_\_\_\_\_ Phone \_\_\_\_\_  
 Company \_\_\_\_\_ Plan Date (Original) \_\_\_\_\_  
 Plan Title \_\_\_\_\_ Last Revision \_\_\_\_\_  
 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
\$300,000 = \$1,819	\$101,000 - \$625	\$121,000 - \$745	\$141,000 - \$865	\$161,000 - \$985	\$181,000 - \$1,105
	\$102,000 - \$631	\$122,000 - \$751	\$142,000 - \$871	\$162,000 - \$991	\$182,000 - \$1,111
\$325,000 = \$1,969	\$103,000 - \$637	\$123,000 - \$757	\$143,000 - \$877	\$163,000 - \$997	\$183,000 - \$1,117
	\$104,000 - \$643	\$124,000 - \$763	\$144,000 - \$883	\$164,000 - \$1,003	\$184,000 - \$1,123
\$350,000 = \$2,119	\$105,000 - \$649	\$125,000 - \$769	\$145,000 - \$889	\$165,000 - \$1,009	\$185,000 - \$1,129
	\$106,000 - \$655	\$126,000 - \$775	\$146,000 - \$895	\$166,000 - \$1,015	\$186,000 - \$1,135
\$375,000 = \$2,269	\$107,000 - \$661	\$127,000 - \$781	\$147,000 - \$901	\$167,000 - \$1,021	\$187,000 - \$1,141
	\$108,000 - \$667	\$128,000 - \$787	\$148,000 - \$907	\$168,000 - \$1,027	\$188,000 - \$1,147
\$400,000 = \$2,419	\$109,000 - \$673	\$129,000 - \$793	\$149,000 - \$913	\$169,000 - \$1,033	\$189,000 - \$1,153
	\$110,000 - \$679	\$130,000 - \$799	\$150,000 - \$919	\$170,000 - \$1,039	\$190,000 - \$1,159
\$425,000 = \$2,569	\$111,000 - \$685	\$131,000 - \$805	\$151,000 - \$925	\$171,000 - \$1,045	\$191,000 - \$1,165
	\$112,000 - \$691	\$132,000 - \$811	\$152,000 - \$931	\$172,000 - \$1,051	\$192,000 - \$1,171
\$450,000 = \$2,719	\$113,000 - \$697	\$133,000 - \$817	\$153,000 - \$937	\$173,000 - \$1,057	\$193,000 - \$1,177
	\$114,000 - \$703	\$134,000 - \$823	\$154,000 - \$943	\$174,000 - \$1,063	\$194,000 - \$1,183
\$475,000 = \$2,869	\$115,000 - \$709	\$135,000 - \$829	\$155,000 - \$949	\$175,000 - \$1,069	\$195,000 - \$1,189
	\$116,000 - \$715	\$136,000 - \$835	\$156,000 - \$955	\$176,000 - \$1,075	\$196,000 - \$1,195
\$500,000 = \$3,019	\$117,000 - \$721	\$137,000 - \$841	\$157,000 - \$961	\$177,000 - \$1,081	\$197,000 - \$1,201
	\$118,000 - \$727	\$138,000 - \$847	\$158,000 - \$967	\$178,000 - \$1,087	\$198,000 - \$1,207
\$1,000,000=	\$119,000 - \$733	\$139,000 - \$853	\$159,000 - \$973	\$179,000 - \$1,093	\$199,000 - \$1,213
\$6,019	\$120,000 - \$739	\$140,000 - \$859	\$160,000 - \$979	\$180,000 - \$1,099	\$200,000 - \$1,219





## TOWN OF CLAY

DEPARTMENT OF  
PLANNING & DEVELOPMENT

MARK V. TERRITO,  
COMMISSIONER

### PROCEDURES FOR OBTAINING RESIDENTIAL BUILDING PERMITS FOR ADDITIONS, ALTERATIONS, GARAGES, SHEDS AND DECKS

See additional instruction sheets for pools, fences, fireplaces and solid fuel burning appliances.

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 the approximate location of the new construction.
3. Setbacks must be met as required by the zoning of your 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.

Accessory buildings (e.g., storage units, sheds, etc.) for one- or two-family dwellings or townhouses in residential districts that are 100 square feet or less in area and less than 12 feet in height do not need a building permit or certificate of occupancy from the Town of Clay. However, these accessory buildings shall comply with the following minimum standards:

- a. Only one per lot without a permit.
  - b. Minimum setback of three feet (3') from any property line.
  - c. Not located within any easement or right-of-way.
  - d. Located in the portion of a lot behind a line formed by the front wall of the principal building.
  - e. Located in compliance with any applicable corner lot requirements.
  - f. Meet Chapter 112 Flood Damage Prevention.
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 a **Certificate of Liability** and **Certificate of Compensation and Disability Benefits** Insurance coverage.
  6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30 am to 4:30 pm. Permits will be accepted until **4:00 pm**. 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.

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**SRR403.1.4 Minimum depth.** All exterior footings shall be placed at least 12 inches (305 mm) below the undisturbed ground surface. Where applicable, the depth of footings shall also conform to SRR403.1.4.1 through SRR403.1.4.2.

**SRR403.1.4.1 Frost protection.** Except where otherwise protected from frost, foundation walls, piers and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

1. Extended below the frost line specified in Table RR301.2(1);
2. Constructing in accordance with SRR403.3;
3. Constructing in accordance with ASCE 32; or
4. Erected on solid rock.

**Exceptions:**

1. Protection of freestanding accessory structures with an area of 600 square feet (56 m<sup>2</sup>) or less, of light-framed construction, with an eave height of 10 feet (3048 mm) or less shall not be required.

2. Protection of freestanding accessory structures with an area of 400 square feet (37 m<sup>2</sup>) or less, of other than light-framed construction, with an eave height of 10 feet (3048 mm) or less shall not be required.

3. Decks adjoining but not supported by a dwelling need not be provided with footings that extend below the frost line where:

1. A 1-inch horizontal space is provided between the deck and the dwelling, and

2. The deck is not less than 4 inches and not greater than 8<sup>1</sup>/<sub>4</sub> inches below the threshold of any door opening onto the deck.

Footings shall not bear on frozen soil unless the frozen condition is permanent.

**SRR403.1.4.2 Seismic conditions.** In Seismic Design Categories D<sub>0</sub>, D<sub>1</sub> and D<sub>2</sub>, interior footings supporting bearing or bracing walls and cast monolithically with a slab on grade shall extend to a depth of not less than 12 inches (305 mm) below the top of the slab.

**SRR403.1.5 Slope.** The top surface of footings shall be level. The bottom surface of footings shall not have a slope exceeding one unit vertical in 10 units horizontal (10-percent slope). Footings shall be stepped where it is necessary to change the elevation of the top surface of the footings or where the slope of the bottom surface of the footings will exceed one unit vertical in ten units horizontal (10-percent slope).

**SRR403.1.6 Foundation anchorage.** When braced wall panels are supported directly on continuous foundations, the wall wood sill plate or cold-formed steel bottom track shall be anchored to the foundation in accordance with this section.

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The wood sole plate at exterior walls on monolithic slabs and wood sill plate shall be anchored to the foundation with anchor bolts spaced a maximum of 6 feet (1829 mm) on center. There shall be a minimum of two bolts per plate section with one bolt located not more than 12 inches (305 mm) or less than seven bolt diameters from each end of the plate section. In Seismic Design Categories D<sub>0</sub>, D<sub>1</sub> and D<sub>2</sub>, anchor bolts shall be spaced at 6 feet (1829 mm) on center and located within 12 inches (305 mm) of the ends of each plate section at interior braced wall lines when required by SRR602.10.9 to be supported on a continuous foundation. Bolts shall be at least 1/2 inch (13 mm) in diameter and shall extend a minimum of 7 inches (178 mm) into masonry or concrete. Interior bearing wall sole plates on monolithic slab foundation shall be positively anchored with approved fasteners. A nut and washer shall be tightened on each bolt of the plate. Sills and sole plates shall be protected against decay and termites where required by SRR319 and SRR320. Cold-formed steel framing systems shall be fastened to the wood sill plates or anchored directly to the foundation as required in SRR505.3.1 or SRR603.1.1.

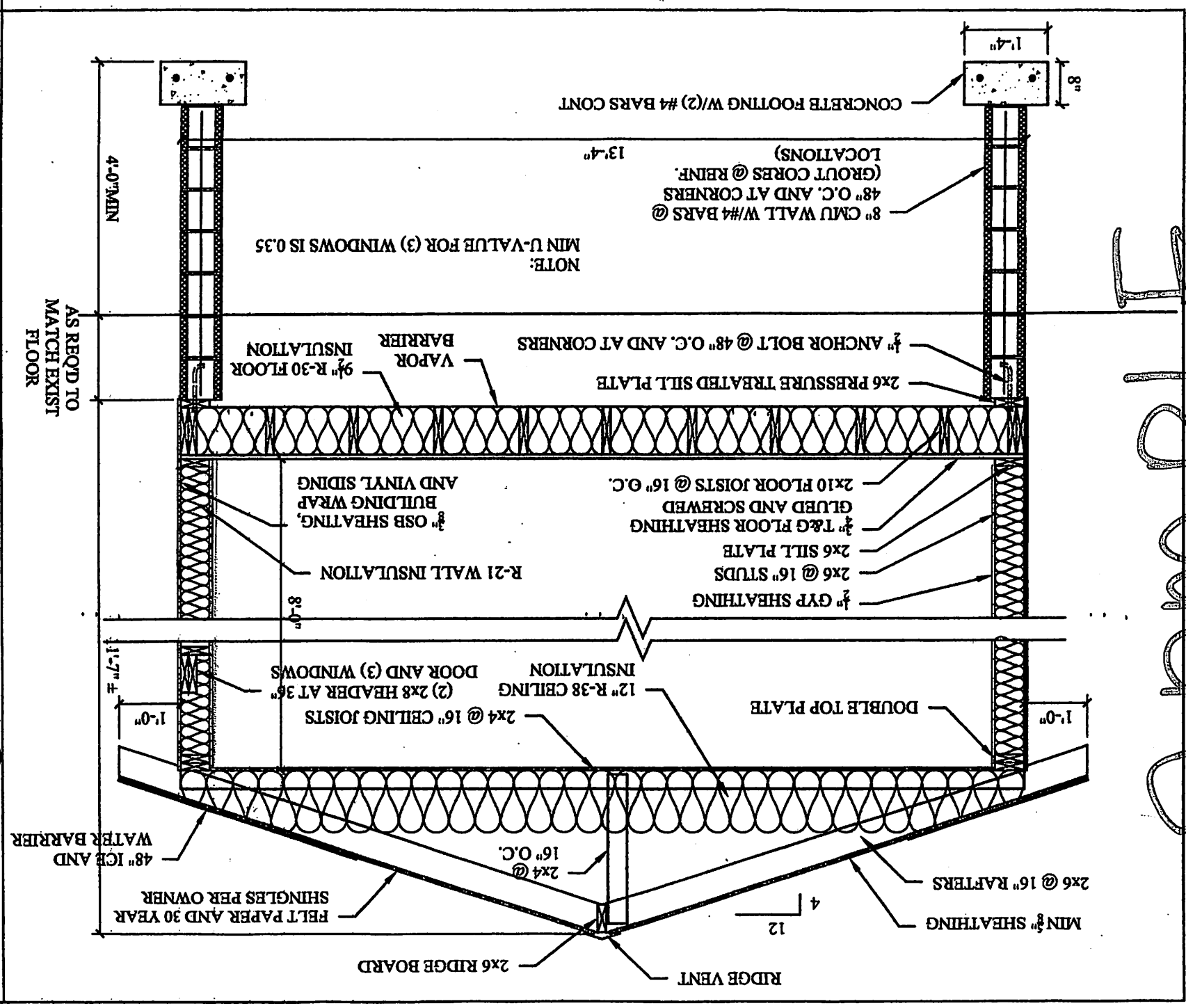
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**Exceptions:**

1. Foundation anchorage, spaced as required to provide equivalent anchorage to 1/2-inch-diameter (13 mm) anchor bolts.
2. Walls 24 inches (610 mm) total length or shorter connecting offset braced wall panels shall be anchored to the foundation with a minimum of one anchor bolt located in the center third of the plate section and shall be attached to adjacent braced wall panels per Figure RR602.10.5 at corners.
3. Walls 12 inches (305 mm) total length or shorter connecting offset braced wall panels shall be permitted to be connected to the foundation without anchor bolts. The wall shall be attached to adjacent braced wall panels per Figure RR602.10.5 at corners.

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SAMPLES



NOTE:

MIN U-VALUE FOR (3) WINDOWS IS 0.35