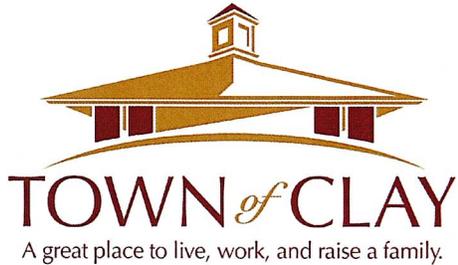


Department of Code Enforcement

Commissioner of Code Enforcement
Joseph Grispingo

4401 State Route 31
Clay, New York 13041-8707
Website: www.townofclayny.gov



Phone: (315) 652-3800
Fax: (315) 622-7259
E-mail: codes@townofclayny.gov

TOWN OF CLAY – RESIDENTIAL BUILDING PERMIT CHECKLIST
(Additions, Alterations, Garages, Sheds & Decks)

1. BUILDING PERMIT APPLICATION

- Completed permit application signed by property owner with Permit fee included (Check or Cash only)

2. PROPERTY SURVEY

- Copy of survey to scale showing proposed location of structures and distance to property lines and other structures

3. ZONING & SETBACK COMPLIANCE

- Meets required applicable setbacks from property lines
- Not located on any easement or right-of-way
- Complies with floodplain regulations (if applicable)

⚠ Structures may not be built on easements.

4. TWO (2) SETS OF CONSTRUCTION PLANS MUST SHOW:

- Dimensions and layout with a list of all materials being used
- Construction details (framing, foundation, etc.)
- Stamped architectural drawings (when required must also include one electronic copy)

5. CONTRACTOR REQUIREMENTS *(Town of Clay listed as Additional Insured)*

- Certificate of Liability Insurance
 - Workers' Compensation (C105.2 or U26.3)
 - Disability Benefits (DB120.1)
- OR • CE-200 (Exemption Form)

ACCESSORY BUILDINGS – 100 SQ. FT. OR LESS

No permit required if: • 100 sq. ft. or less • Eave height 10 ft. or less
Must comply with:

- Max height from ground to peak is 12 feet
- Minimum 3 ft. from side & rear property lines (if no easements)
- Minimum 3 ft. from other structures
- Not located in any easement
- Located behind the front wall of the home
- Comply with corner lot requirements (if applicable)

AFTER SUBMISSION

- Permits typically issued within 5 business days (if complete)
- Office Hours: 8:30 AM – 4:30 PM • Applications accepted until 4:00 PM

REQUIRED INSPECTIONS

- Call to schedule inspections • 48-hour business notice required, and work must be inspected before proceeding to next phase

Incomplete applications may delay permit approval. Ensure all documents are included at time of submission.