

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 Code Enforcement

Permit Number _____
 Date Filed _____
 Tax Map Number _____ - _____ - _____

Applicant – do not write above this line Visit us online at: www.townofclayny.gov

Nature of Work

XXXX Alteration* _____ * SF

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** _____

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**

Owner's Phone# _____ **Email** _____
Owner's Signature: _____
Total Project Value: \$ _____
Permit Fee: \$ _____ **(cash or check only)**

Project Description Description of Proposed Development or Intended Use _____

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.

Department of Code Enforcement

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

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

1. Completed permit application and check or cash to pay fee.
2. Plot on property survey showing where your structure is located on your property.
3. Setbacks must be met as required by the zoning of your property. Anything closer to the 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. Not located within any easement or right-of-way.
 - b. Located in the portion of a lot behind a line formed by the front wall of the principal building.
 - c. Located in compliance with any applicable corner lot requirements
 - d. Minimum setback of three feet (3') from any Property line, Principle Building or other Accessory Structure
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 print may be required
5. Contractors must submit a Certificate of Liability, Workers 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 to 4:30pm. **Permits will be accepted until 4:00pm.** 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 notice.**

Alterations

- 1. Application**
- 2. Survey**
- 3. Stamped Architectural Drawings**
- 4. Contractors Insurance, Liability and Workers Comp**
- 5. If homeowner is doing work themselves, they will need a CE-200 certificate which is done online for NYS**
- 6. Permit Fee is according to the cost of construction (CHECK OR CASH)**