



# **BUILDING PERMIT GUIDELINES**

**ANY WORK PERFORMED PRIOR TO OBTAINING A PERMIT APPROVAL WILL BE SUBJECT TO THE FOLLOWING FINE.**

**RESIDENTIAL: \$250.00 + PERMIT FEE**  
**COMMERCIAL: \$500.00 + PERMIT FEE**

**Without a permit:** What can I do without a permit?

- Make ordinary repairs with like or similar material to restore original conditions that do not affect structural features or involve the installation or extension of electrical or plumbing systems.
- Install sidewalks or grade level patios (without a roof) on private property
- Install roofing shingles or siding
- Replace gutters or downspouts
- Replace plumbing fixtures such as a toilet or sink, or replace a hot water heater
- Install windows or doors in existing openings without structural alteration
- Install gas appliances that are not required to be vented, such as dryers and stoves
- Repair existing gas appliances
- Add insulation
- Install a fence in accordance with the City of Sherrill Zoning Ordinance

**Permits required:** Generally, permits are required to:

- Construct a house or building
- Add or make structural alterations to a building
- Construct or replace a deck
- Install or replace a pool, spa, or hot tub
- Kitchen or bath remodels
- Build or enclose a porch
- Construct an accessory building (shed or other structures detached from the principle building)
- Convert garage, attic, or basement to useable space, such as a recreation room
- Install new, or extend existing plumbing
- Alter or extend the electric system
- Demolish any building interior or building section, except utility sheds
- Repair structures damaged by fire
- Install any wood burning appliance (e.g. woodstove, fireplace, etc.)
- Install a chimney liner or repair chimney
- Erect any sign
- Install a septic tank
- Drill a well
- Add fill, excavate or change existing drainage
- Move any building

When in doubt, always consult with the Codes Enforcement Official. Always verify required setbacks and property lines BEFORE starting work. Call Dig Safe New York by dialing "811" BEFORE you dig.

**APPLICATION FOR BUILDING PERMIT  
INSTRUCTIONS  
(Follow them closely)**

- A. This application must be typewritten or completed in ink and submitted to the Codes Enforcement Office.
- B. An application for an addition to a one-or two-family home must include a site plan. Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Give lot dimensions according to deed and show location and name of street.
- C. **(1) An Application for a Building Permit for a residential building with 1,500 gross square feet or more (not including garages, open porches, cellar or uninhabitable basements or attics) and for all commercial and industrial buildings or additions thereto** must be accompanied by two complete sets of specifications and detailed construction plans bearing the authorized facsimile of the signature of a licensed architect or a licensed professional engineer, licensed in New York State. Plans and specifications shall include a site plan and describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of the structural, mechanical, electrical and plumbing installation and a section thru for fireplaces footer to top of chimney and stairs. All electrical work must be inspected by, and a Certificate of Approval obtained from, the NY Board of Fire Underwriters or Independent Electrical Inspection Agency. No Certificate of Occupancy will be issued until electrical work has been inspected and approved. **Any changes in plans shall be noted by New York State licensed architect or engineer.**
- (2) An Application for a Building Permit for residential building or addition of less than 1,500 square feet** must be accompanied by a freehand sketch and must show dimensions of the building, rooms, windows, doors, lumber sizes, spans and insulation. Each room must be identified as to its intended use.
- (3) For No. 1, the plans must bear the authorized facsimile of the signature and seal of a licensed architect or professional engineer, licensed in New York State certifying that the plans meet the State Building and Energy Code.
- (4) The Codes Enforcement Department is allowed ten (10) days to approve or disapprove the plans.**
- D. **The work covered by the application may not be commenced before the issuance of a Building Permit. A Building Permit shall be effective** to authorize the commencing; and completion of work in accordance with this application, plans and specifications on which it is based **for a period of six months** after the date of issuance. For a good cause the enforcing officer may allow such extension of time as he may deem reasonable.

Where the work described in the application, plans and specifications is not completed within the period allowed by the permit and any extension thereof, the enforcing officer may order the owner of the premises to remove any structure and fill any excavation which he shall deem detrimental to the public health, safety or welfare.

**Accessory Structures:**

Setbacks - 5' side and rear. None located in front yard  
Heights - No higher than 15'

- E. Upon the approval of the application, the City Clerk will issue the building permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- F. **Notify the Codes Enforcement Office when work is ready for inspection**, i.e. after the footing is poured, completion of cellar walls, after insulation has been installed and before walls are covered, completion of structure.
- G. No building shall be occupied or used in whole or in part of any purpose whatever until a Certificate of Occupancy shall have been granted by the Codes Enforcement Officer.
- H. All Electrical work must be inspected by, and a Certificate of Occupancy will be issued until electrical work has been inspected and approved.
- I. All gas-fired installations must conform to the requirements as set forth by the American Gas Association Laboratories.
- J. Permit fees are based on total gross square feet (including garage) except cellars, uninhabitable basements, and **open** porches.
- K. Upon filing this application for building permit, the following fees shall be paid to the City Clerk:

**Building Permit Fees**

<u>Construction Size</u>	<u>Fee</u>
Up to 100 sq. ft.	\$ 25.00
101 sq. ft. -500 sq. ft.	\$ 50.00
501 sq. ft. - 1000 sq. ft.	\$100.00
1001 sq. ft. - 1500 sq. ft.	\$150.00
1501 sq. ft. - 2000 sq. ft.	\$200.00
More than 2000 sq. ft.	\$ 0.10/sq. ft.

**In addition to the foregoing, there shall be a fee of five hundred dollars payable for the issuance of a building permit for new construction on vacant or otherwise unimproved land.**

Section 7. Notwithstanding the provisions of section 6 of this Local Law, the fees to cover the costs of inspections and issuance of building permits for the construction of an accessory building or deck having more than one hundred forty square feet of floor space or for the interior restoration or remodeling of any structure shall be as follows:

- (a) if the estimated cost of construction and materials is five thousand dollars or less, the fee shall be twenty-five dollars.
- (b) if the estimated cost of construction and materials is more than five thousand dollars but not more than ten thousand dollars, the fee shall be fifty dollars.
- (c) if the estimated cost of construction and materials is more than ten thousand dollars, the fee shall be computed at the rate of ten cents per square foot.

As used herein, the term "accessory building" shall have the meaning provided for the zoning ordinance of the City of Sherrill.

Section 8. Notwithstanding any contrary provision herein, no fee shall be charged for the issuance of a building permit for the restoration or remodeling of any building or structure located on property which is wholly exempt from real property taxes as the date of building permit application which restoration or remodeling will not result in any addition to such building or structure or other expansion in the size thereof.

Definitions:

The term "**accessory building**", as used herein, shall have the meaning provided for in the zoning ordinance of the City of Sherrill.

**Floor Area, Gross.** Gross floor area shall be the floor area within the inside perimeter of the outside walls of the building under consideration with no deduction for hallways, stairs, closets, thickness of interior walls, columns, or other features. Where the term area is used elsewhere in this Code, it shall be understood to be gross area unless otherwise specified.

**Floor Area, Net.** Net floor area shall be the actual occupied area, not including accessory unoccupied area or thickness of walls.

(Rev 7/08)

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SUBJECT TO THE FOLLOWING FINE.**

**RESIDENTIAL: \$250.00 + PERMIT FEE; COMMERCIAL: \$500.00 + PERMIT FEE**

APPLICATION# \_\_\_\_\_

PERMIT# \_\_\_\_\_

**CITY OF SHERRILL**

**315-363-2440**

**OFFICE OF CODE ENFORCEMENT**

Date \_\_\_\_\_

Application is hereby made to the Codes Department for the issuance of a Building and Zoning Permit pursuant to the International Uniform Fire Prevention & Building Code for the construction of buildings, additions, or alterations, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Tax Map \_\_\_\_\_

Property Location of Proposed Construction \_\_\_\_\_

Explain Proposed Use \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Compensation or General Liability

Carrier & Policy #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Area: \_\_\_\_\_

Existing Building Size: \_\_\_\_\_

New Building/Pool Size: \_\_\_\_\_

Front Yard Depth: \_\_\_\_\_ Feet

Right Side Yard Width: \_\_\_\_\_ Feet

Left Side Yard Width: \_\_\_\_\_ Feet

Rear Yard Depth: \_\_\_\_\_ Feet

Bldg./Pool: \_\_\_\_\_

Height: \_\_\_\_\_ Feet: \_\_\_\_\_ Stories: \_\_\_\_\_

Estimated Cost \$: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Sq. Ft.

Building/Pool Permit Fee: \$ \_\_\_\_\_

Surcharge Unimprov/Prop. \$ \_\_\_\_\_

Water Permit Fee: \$ \_\_\_\_\_

Sewer Permit Fee: \$ \_\_\_\_\_

Excavation Permit: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Note: Inspections by Code Department are required at the following schedule. (You must call for Inspections.)**

- |   |   |
|---|---|
| 1. Footings before pouring concrete.            | 4. Insulation inspection.                                   |
| 2. Foundation inspection before backfill.       | 5. When all work is completed, final inspection is required |
| 3. Plumbing, Heating, Framing and Electrical    | by Sewer, Electrical and the Codes Department. No           |
| Inspections before any closing in of framework. | Occupancy of building is permitted without Certificate      |
|   | of Occupancy issued by the Codes Department.                |

NOTE: THIS BUILDING PERMIT IF FOR RESIDENTIAL OR COMMERCIAL WORK EXPIRES SIX (6) MONTHS FROM DATE ISSUED.

Signature of Owner, Applicant or Agent \_\_\_\_\_

Printed or Typed Copy of Signature \_\_\_\_\_

The application of \_\_\_\_\_ Dated \_\_\_\_\_

Is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit: \_\_\_\_\_

Dated: \_\_\_\_\_

Codes Department Officer \_\_\_\_\_

**Construction Details if Professional Plans & Specifications are not attached.**

Footing: Width \_\_\_\_\_ Thickness \_\_\_\_\_ Depth \_\_\_\_\_

Foundation Wall: Block Size of Thickness \_\_\_\_\_ Cellar Depth \_\_\_\_\_

Wood Sizes: Framing Lumber \_\_\_\_\_, Spacing \_\_\_\_\_ Floor Joists \_\_\_\_\_

\_\_\_\_\_ Spacing, Rafters \_\_\_\_\_, Spacing \_\_\_\_\_

Roofing Sheeting Type \_\_\_\_\_ Size \_\_\_\_\_

Roof: Pitch \_\_\_\_\_, Span \_\_\_\_\_

Roofing Material \_\_\_\_\_

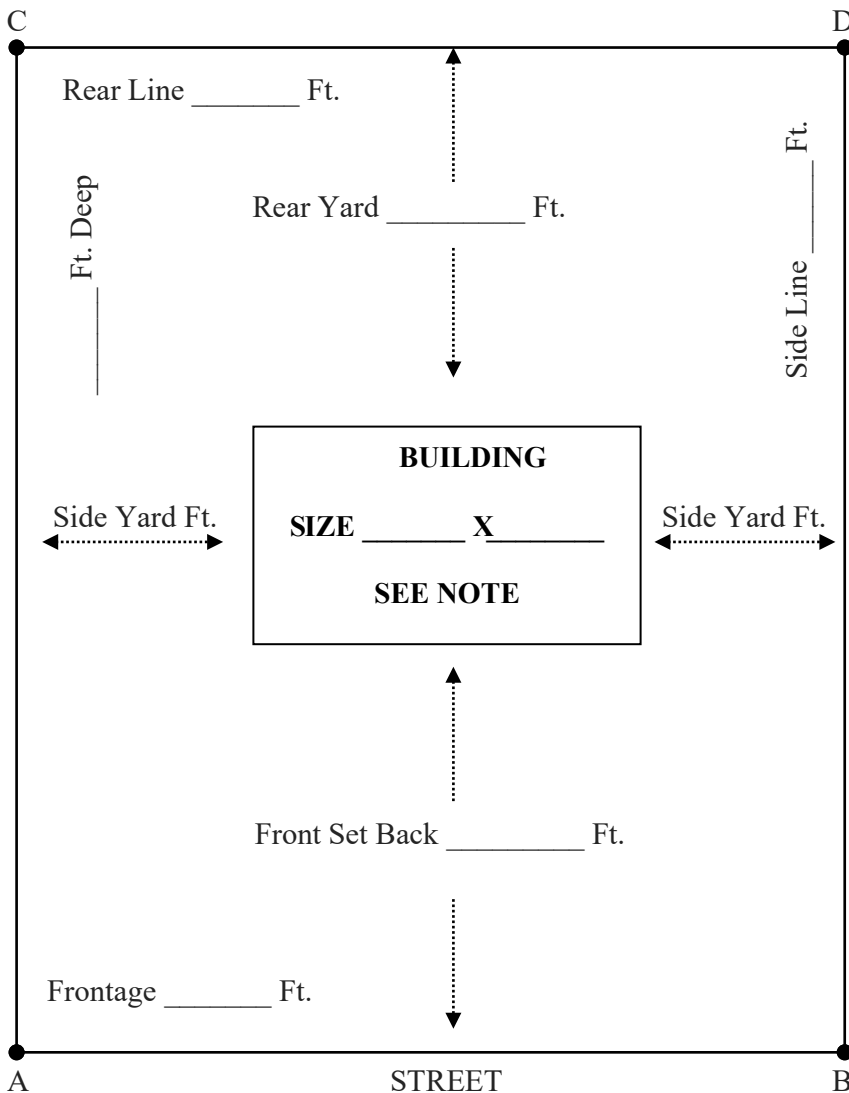
Windows: Size \_\_\_\_\_ Type \_\_\_\_\_

Type of Heat \_\_\_\_\_

**PLOT DIAGRAM REQUIREMENTS**

- Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set back dimensions from property lines.
- Give lot and block numbers or description according to deed and show all easements and street names and indicate whether interior or corner lot or supply an approved plot plan showing all the above requirements.

**NOTE: TO PREVENT ANY DRAINAGE PROBLEM. SHOW ELEVATIONS, GRADING, SWALES, ETC.**



ELEVATIONS OF FINISHED GRADES IN RELATION TO CROWN OF ROAD.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

GROUND FLOOR \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE:

1. IF THIS IS A VACANT LOT PRINT IN DIMENSIONS OF NEW BUILDING.
2. IF THERE IS AN EXISTING BUILDING AND A PROPOSED ADDITION PRINT IN DIMENSIONS AND SHOW ADDITION.

# Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](http://businessexpress.ny.gov).
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to **step 4** to set up your account. If you **have** a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is a NY.gov Individual account, select **Continue**.
    - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
  - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select **Certificate of Attestation of Exemption**, or
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply as a Business**, or
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access [businessexpress.ny.gov](http://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.