



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 principal building)
- Convert a garage, attic, or basement into a usable 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)**

Application Submission Requirements

All applications must be **typewritten** or **completed in ink** and submitted to the **Codes Enforcement Office**.

Application Requirements for Additions to One- or Two-Family Homes

An application for an addition to a one- or two-family home must include a **site plan** that clearly and accurately depicts the following:

Building Locations:

- Show all existing and proposed buildings on the property.

Setback Dimensions:

- Indicate all setback measurements from the property lines to the buildings.

Lot Dimensions:

- Provide lot dimensions as specified in the property deed.

Street Information:

- Include the location and name of the adjacent street(s).

Building Permit Application Requirements:

Residential Buildings (1,500 Gross Square Feet or More) and All Commercial/Industrial Buildings

An application for a building permit for:

- **Residential buildings** with a gross square footage of **1,500 or more** (excluding garages, open porches, cellars, or uninhabitable basements or attics).
- **All commercial and industrial buildings or additions.**

Required Documents:

- Two complete sets of specifications and detailed construction plans bearing the authorized signature and seal of a licensed architect or professional engineer registered in New York State.
- Plans and specifications must include:
 - A site plan.
 - Descriptions of the work to be performed.
 - Details of materials and equipment to be used and installed.
 - Specifications for structural, mechanical, electrical, and plumbing installations.
 - A sectional view for fireplaces (from footer to chimney top) and stairs.

Electrical Inspections:

- All electrical work must be inspected by a third-party Electrical Inspection Agency, hired and paid for by the property owner or contractor.
- A Certificate of Occupancy will not be issued until the electrical work has been inspected and approved.

Plan Revisions:

- Any changes to the plans must be noted and certified by a licensed architect or engineer registered in New York State.

Residential Buildings (Less than 1,500 Gross Square Feet)

- Applications for residential buildings or additions under **1,500 square feet** may include a freehand sketch.
- The sketch must indicate:
 - Building dimensions.
 - Room layouts, window and door placements.
 - Lumber sizes, spans, and insulation details.
 - Intended use of each room.

Additional Information:

- Further details may be requested by the Codes Enforcement Department.

Plan Certification

- For buildings outlined in Section 1, the plans must include the authorized signature and seal of a licensed architect or professional engineer, certifying compliance with the State Building and Energy Code.

Approval Timeline

- The Codes Enforcement Department has up to **10 days** to approve or disapprove submitted plans.

Building Permit Requirements and Conditions:

Commencement of Work:

- Work covered by the application may not begin until a **Building Permit** has been issued.

Permit Validity:

- A Building Permit authorizes the commencement and completion of work in accordance with the application, plans, and specifications.
- The permit is valid for **six months** from the date of issuance.

Extensions:

- The enforcing officer may grant a reasonable extension of time if **good cause** is shown.

Incomplete Work:

- If the work described in the application, plans, and specifications is not completed within the permit's validity period (including any extensions), the enforcing officer may:
 - Order the property owner to remove any incomplete structure.
 - Require the property owner to fill any excavation deemed detrimental to public health, safety, or welfare.

Accessory Structures: Number, Height and Location.

Number. There shall be not more than three (3) accessory structures, including garages (attached or detached).

Structure Maximum Height: Attached accessory structure height shall not exceed the height of the principal building. Detached accessory structure(s) shall not exceed the height of the principal building nor be greater than eighteen (18) feet at the highest point. Height of detached Accessory Structure(s) shall be measured from original natural soil elevation prior to any earthwork or excavation. For lots with incline/decline, the height shall be measured from the lower elevation of the front, side or back of accessory structure.

Location and Total Size: Accessory structures in R-1, R-2 and C-1 Districts: Accessory Structure(s): Detached-Accessory Structure(s) shall not be allowed in the front yard. Detached Accessory Structure(s) may be placed or erected within the side or rear yard so long as they are not closer to a principal building than 10 feet and are in accordance with the following requirements:

Total square footage shall include attached and detached Accessory Structures.

Lot size 10,000 sq. ft. and below

Total square footage: 750 sq. ft.

Rear and Side Setbacks: 5 ft. from property lines

Lot size 10,001 sq. ft. – 20,000 sq. ft.

Total square footage: 1,000 sq. ft.

Rear Setback: 10 ft.

Side Setback: 5 ft. from all property lines.

Lot size 20,000 sq. ft. and above.

Total square footage: 1,500 sq. ft.

Rear and Side Setbacks: 10 ft. from all property lines.

Corner lot – same as for principle building in regard to street side setbacks in Schedule A.

Issuance and Requirements of the Building Permit

Upon approval of the application, the Codes Officer will:

Issue the Building Permit to the applicant.

Provide an **approved duplicate set of plans and specifications.**

The permit, along with the approved plans and specifications, must be:

- **Kept on the premises** at all times.
- **Available for inspection** throughout the duration of the work.

Inspection Notification Requirements

Notify the Codes Enforcement Office when the work is ready for inspection at the following key stages:

1. **After the footing is poured.**
2. **Upon completion of cellar walls.**
3. **After, the insulation is installed and before walls are covered.**
4. **Upon completion of the structure.**

Refer to the attached inspection schedule for additional details.

Certificate of Occupancy Requirement

A building may not be occupied or used, in whole or in part, for any purpose until a **Certificate of Occupancy** has been issued by the Codes Enforcement Officer.

Electrical Inspection Requirement

All electrical work must be inspected by a **third-party electrical inspection agency**, hired by the property owner or contractor. A **Certificate of Occupancy** will not be issued until the electrical work has been inspected and approved.

Gas-Fired Installation Requirements

All gas-fired installations must comply with the standards established by the **American Gas Association Laboratories**.

Permit Fee Calculation

Permit fees are calculated based on the **total gross square footage**, including garages. **Cellars, uninhabitable basements, and open porches** are excluded from this calculation.

Building Permit Fees

Upon filing an application for a building permit, the following fees must be paid to the City Clerk based on the construction size:

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 above fees, a **\$500** fee shall be payable for the issuance of a building permit for new construction on **vacant** or **unimproved land**.

Fees for Accessory Buildings, Decks, and Interior Restoration

Notwithstanding the provisions of Section 6 of this Local Law, the fees for inspections and issuance of building permits for the construction/purchase of an accessory building or deck regardless of size, or for the interior restoration or remodeling of any structure, shall be as follows:

1. **For an estimated construction and materials cost of \$5,000 or less, the fee shall be \$25.**
2. **For an estimated cost of construction and materials more than \$5,000 but not exceeding \$10,000, the fee shall be \$50.**
3. **For an estimated cost of construction and materials exceeding \$10,000, the fee shall be calculated at \$0.10 per square foot.**

Definition:

The term "accessory building" shall have the meaning defined in the **Zoning Ordinance of the City of Sherrill**.

Exemption from Building Permit Fees

Notwithstanding any contrary provisions 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 that is **wholly exempt from real property taxes** as of the date of the building permit application. This exemption applies **only if the restoration or remodeling does not result in any addition or expansion** to the building or structure.

(Rev 1/25)

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

APPLICATION# _____

PERMIT# _____

Date: _____

CITY OF SHERRILL

315-363-2440

OFFICE OF CODE ENFORCEMENT

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. . The application must include the appropriate workers' compensation form C-105.2 or exemption form CE-200. Online forms can be found at www.wcb.state.ny.us.

Contractor's Worker Comp. C-105.2 Form.
Contractor and or Homeowner Exemption Form
CE-200. Print and attach form to application.

Property Owner's Name _____

Address _____

_____ Zip _____

Phone _____

Email Address: _____

Tax Map _____

Property Location of Proposed Construction: _____

Explain Proposed Use _____

Contractor's Name: _____

Address: _____ Zip: _____

Phone: _____

Email Address: _____

ZONING DISTRICT _____

Lot Size: _____ Area: _____

Existing Building Size: _____

New Building/Pool Size: _____

Measured From The Proposed Structure:

Front Yard Depth: _____ Feet

Right Side Yard Width: _____ Feet

Left Side Yard Width: _____ Feet

Rear Yard Depth: _____ Feet

Proposed Structure's:

Height: _____ Feet: _____ Stories: _____

Estimated Cost \$: _____

Floor Area: _____ Sq. Ft.

Building/Pool Permit Fee: \$ _____

Surcharge Unimproved/Prop. \$ _____

Sewer Permit Fee: \$ _____

Excavation Permit: \$ _____

Water Permit Fee: \$ _____

Total: \$ _____

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

x. _____
Signature of Property Owner

Printed or Typed Copy of Signature

OFFICIAL USE

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: _____

Issued Date: _____

Codes Department Officer _____

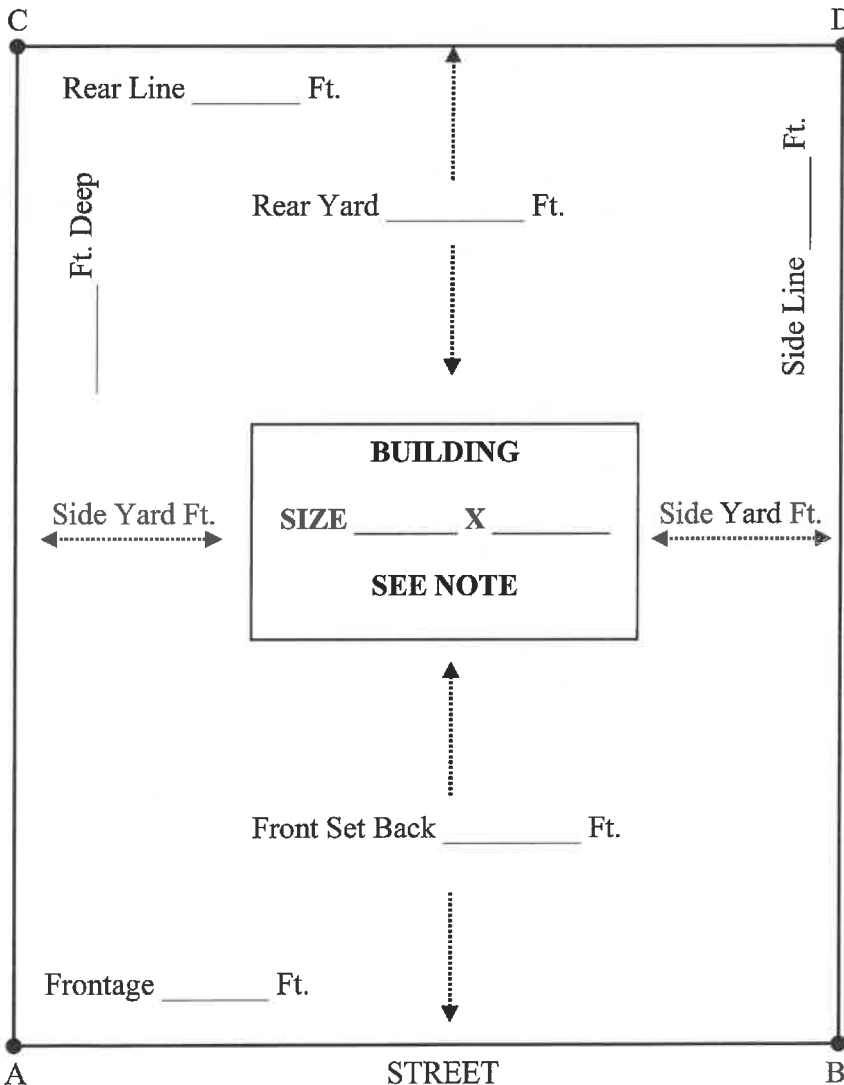
Construction Details if Professional Plans & Specifications are not attached.

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 REQUIRMENTS

- 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 WITH DISTANCES TO PROPERTY LINES.

