

PROCEDURES FOR OBTAINING A COMMERCIAL BUILDING PERMIT

For New Buildings, Additions and Alterations:

ALL PLANS MUST MEET THE FOLLOWING OR THEY WILL NOT BE ACCEPTED.

- Application for permit completely filled out and project is **described in detail**. (Site Plan Approval must be obtained.)
- One set of stamped architect plans with attached cover sheet on Code Compliance Review meeting:
 - Building Code of N.Y.S. 2002
 - Fire Code of N.Y.S. 2002
 - Plumbing Mechanical and Fuel Gas Code 2002
 - Energy Code 2002
 - National Electric Code 2002
 - Title 19 of the Official Compilation of Codes, Rules & Regulations of the State of New York, Part 1264
 - NFPA 70-2002
 - Accessibility-Chapter 11-IBC and ICC/Ansi A-117-1
 - Statement of Special Inspections meeting Chapter 17 of the Building Code of N.Y.S.
 - Energy Analysis
 - Fire Stopping Components must be listed and compatible.
 - Fire Protection Plans/Sprinkler Calculations, if applicable. 4 inch Storz Connection
 - Fire Flow Data (Sec. 508 Fire Code N.Y.S.) Requirements shall be determined by Appendix B.
 - Key Lock Box required/Fire Extinguishers with locations.
- Property Survey.
- Amend survey showing proposed construction. See local setback requirements attachment.
NOTE: No construction can be within an easement.
- Building Specification Sheet **must be filled out**.
- Contractor must submit current Liability and Workers' Compensation Certificates.
- Electrical permit applications issued by the New York Board of Fire Underwriters 463-8552, Middle Dept. Inspection Agency 635-2373, or The Inspector 1-800-487-0535.
- Plumbing permit issued by the Onondaga County Health Department (Bureau of Mechanical Trades) 435-6614.
- DEC Storm Water Permit, if applicable, 426-7521.
- Paid Sewer tap fees \$300.00 or \$600.00.
- Paid Water tap fee \$300.00, if applicable.
- Paid Tree fees \$250.00 per tree, two tree minimum, may be redefined for corner lots or large lots, if applicable.
- Base rate: Commercial: \$25 up to 1st \$1000, \$5 per \$1000 after.
- Driveway permit from appropriate agency: State, County or Village Highway (any fees are determined by that agency).

Please call 635-2481 when you've reached each stage of construction. This is an inspection list for the above project.

1. Footing inspection (re-rod hung on the form) *before the cement is poured.*
2. Foundation wall is finished, *before backfill.*
3. Framing is *completed and mechanicals are installed.*
4. Plumbing, Electrical and Insulation is *completed.*
5. Fire rated sheet rock or any other type of *Fire Separation.*
6. Construction is **completed and all other certificates have been issued.**

Other important phone numbers:

Plumbing Control	435-6614
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Electrical	
NYBFU	463-8552
Middle Dept. Inspection Agency	635-2373
The Inspector	1-800-487-0535