



**REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT**  
**Building/Codes Department**  
**Village of Baldwinsville**  
**16 W. Genesee St.**  
**Baldwinsville, NY 13027**  
**Office(315)635-2481 Fax(315)635-9231**

1. Completed Application for Building Permit with Owner's Authorization in duplicate.
2. Proposed Site Plan (2 Copies) to include:
  - a. Zoning data (including FAR) – Allowed-Existing-Proposed
  - b. Percentage of lot coverage – Allowed-Existing-Proposed
  - c. Setbacks to all property lines
  - d. Locations of trees within property to be removed
  - e. Topography of site if over 10% change to grade
  - f. Floor area – Allowed-Existing-Proposed
  - g. Elevations
3. Construction drawings (2 copies) – Site plan and Zoning data must be on Page 1. Submit all necessary plans, elevations, sections and details. "Boiler Plates" that do not apply are not allowed or accepted.
4. SWPPP (Stormwater Pollution Protection Plan) as per Chapter 73 (if applicable).
5. Compliance to Chapter 37A Flood Damage Prevention (if applicable).
6. Certificate of Insurance, General Liability, Workmen's Compensation, NY Disability – listing Village of Baldwinsville as additionally insured and certificate holder.
7. Survey of existing property (2 copies).
8. Plumbing Permit issued by Onondaga County (if applicable), must be submitted prior to issuance of Building Permit.
9. Electrical Permit (if applicable) from an approved Electrical Inspection Agency.
10. Street Opening Permit (if applicable)
11. Approved permits from all other Federal, State and Local agencies having jurisdiction.
12. Permit Fee: \$150.00 up to 1<sup>st</sup> \$1000.00, \$6.00 per \$1000.00 after  
Valid for 6 months
13. Planning Board Approval
14. Architectural Review Board Approval as per Chapter 72-64 and 72-65.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FILING**