



VILLAGE OF BALDWINSVILLE

Codes Enforcement Office



16 West Genesee Street
BALDWINSVILLE, NY 13027

Phone # (315) 635-2481 Fax # (315) 635-9231

REQUIREMENTS FOR RESIDENTIAL PERMIT

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 287 (if applicable).
5. Certificate of Insurance-General Liability, Workmen's Compensation, NY Disability listing Village of Baldwinsville as additionally insured and certificate holder.
6. Survey of existing property.
7. Plumbing Permit issued by Onondaga County (if applicable). Must be submitted prior to issuance of Building Permit.
8. Electrical Permit (if applicable) from an approved Electrical Inspection Agency. Must be submitted prior to issuance of Building Permit.
9. Street Opening Permit (if applicable)
10. Approved permits from all other Federal, State and Local agencies having jurisdiction.
11. Permit Fee: \$75.00 up to 1st \$1000.00, \$8.00 per \$1000.00 after.
12. Valid for One (1) Year

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FILING