

CODE ENFORCEMENT OFFICE  
INSTRUCTIONS AND FEES FOR BUILDING PERMITS

A **Building Permit** will be issued when it is determined that the application is complete, and the proposed work conforms to the requirements of the New York State Uniform Fire Prevention and Building Code along with Local and Zoning Regulations. The authority conferred with the permit may be limited by conditions. The Code Enforcement Office must be notified of any changes to information contained in the application during the period for which the permit is in effect.

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION:**

- 1.) One (1) copy of the application filled out completely and shall be legible.
- 2.) One (1) copy of an **up to date lot Survey**, certified by a licensed NYS Land Surveyor, showing locations of lot and buildings on the premises, and relationship to adjoining premises and public streets.
- 3.) One (1) set of plans and specifications describing the proposed work, in accordance with the State Education Law, Section 7307 and 7209. The original seal and signature of a licensed and registered NYS Architect or Professional Engineer must be affixed to ALL plans except where good causes are shown and if the construction cost is under \$20,000.00 and less than 1500sq.
- 4.) If a permit is for installation of a solid fuel burning appliance, the Manufacturer's Installation Specifications shall be submitted at the time of application.
- 5.) One (1) Certificate of Insurance with (Town/Village of Tully) as a Certificate holder, listing Workers Compensation and Liability.
- 6.) One (1) Copy of PROOF OF OWNERSHIP (i.e. Deed, or Copy of Tax Receipt)
- 7.) Application Fee in the form of Cash or check. (no credit cards)
- 8.) One (1) Copy of Septic plans Approved by Onondaga County, Health Department.

It shall be the responsibility of the applicant to schedule inspections with Code Enforcement Office (315) 696-4693 ext. 19 in advance for Inspections as required below:

- A. Footer** (before pour) **B. Foundation** (before backfill) **C. Framing** **D. Insulation**  
**E. Solid Fuel Burning Appliance** **F. Plumbing (OCPC)** **G. Electrical** (third party)