

# VILLAGE OF SOLVAY

**\*\*Do not write below in this box\*\***

Date submitted: \_\_\_\_\_  
Date approved: \_\_\_\_\_  
Date denied: \_\_\_\_\_

Tax map #: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
ZBA/PB apprvd: \_\_\_\_\_

Permit #: \_\_\_\_\_  
Bldg permit fee: \_\_\_\_\_  
Date permit pd: \_\_\_\_\_

Application is hereby made to the code enforcement Officer for the issuance of a Building Permit pursuant to all applicable codes, ordinances, and laws regulating the governing erection, construction, enlargement addition, repair, replacement, improvement, removal, demolition, conversion, and change in the nature of the occupancy of any building or structure within the boundaries of the Village of Solvay at the following location:

**ADDRESS OF THE PROPERTY:** \_\_\_\_\_

1. Applicant name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address-State-Zip: \_\_\_\_\_

2. Property owner (if different than applicant)  
Applicant name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address-State-Zip: \_\_\_\_\_

3. Nature of work - please check all that apply  
New building/Structure    Additions    Swimming pool    Signage    Demolition  
Alteration/Repair/Remodel    Deck/Porch    Fence    Shed    Solid Fuel    All others

4. Property use:    Residential \_\_\_\_\_    Commercial \_\_\_\_\_    Proposed change of Use \_\_\_\_\_

5. Description in detail of proposed project – include project dimensions and use.  
\_\_\_\_\_  
\_\_\_\_\_

6. Estimated value (\$) of work which includes all material, labor costs of the proposed work even if the property downer is doing the work. \_\_\_\_\_

7. Is the owner doing all the work?  
Yes (It is allowed if homeowner lives at resident and property is not commercial. A notarized form must be filled out.)  
No (complete question # 8 and mail or fax: Insurance and Worker compensation Certificates)

8. General Contractor  
Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address-State-Zip: \_\_\_\_\_

*Include Liability, Workers compensation. If no Worker compensation is needed, you must submit a waiver from NYS Workers compensation Board by contacting them at 423-2932 or fax 423-2938.*

9. Submit Third Party Electrical Agency's name and electrical permit # \_\_\_\_\_  
10. Submit Onondaga County Plumbing Control Permit #: \_\_\_\_\_

The below signed applicant has read the instructions for application for a Building Permit and the instructions contain therein and to the best of his or her knowledge, the information given and accompanying this application for a building permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances, and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specifications filed herewith.

Property Owner Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VILLAGE OF SOLVAY  
**CODE ENFORCEMENT DEPARTMENT**

1100 WOODS ROAD, SOLVAY, NY 13209

315-468-1679 or Fax 315-468-1473

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**\*\* INSTRUCTIONS TO FILE FOR A PERMIT \*\***

**PLEASE READ THE FOLLOWING INFORMATION**

Applications may be made by the owner or lessees, or agent of either, or by architect, engineer, or builder employed in connection with the proposed work, but in all cases the property owner **MUST** sign application.

Please go to the checklist pages and find the section that pertains to your project. (For example: Pool – see swimming pools, then follow the eight steps). If the checklist requires the specification sheet to be filled out, then fill out the portions of the sheet that pertain to your project.

All applications are to be dropped off at either the Village Hall's main counter/Electric Company or the Code Enforcement Department. All approved applications must be picked up and paid for at the Village Hall counter/Electric Company.

The permit will be reviewed as soon as possible normal review time is as follows:

- a. Residential: Approximately 1 – 1 ½ weeks (less if possible)
- b. Commercial or very large projects: Approximately 1 – 2 ½ weeks (less if possible)

The Code office will contact you by telephone or mail when:

- 1. Missing and additional information is necessary to finish the plan review process;
- 2. When the permit is granted the permit (the permit fee amount will be given at this time
- 3. If the permit is denied.

**\*\*AMENDMENTS:** An amendment to the application or plans can be filed at any time prior to the completion of the *project, subject to the Code Enforcement Officer's approval.*

Building permits are ineffective from the date issued for a period of twelve (12) months. Construction **MUST** commence within sixty (60) days or permit can be **VOIDED**.

***NOTE:*** *A permit is only valid for twelve (12) months. If your project is not completed in this time frame, please contact the Code Enforcement Department as soon as possible to see if your permit can be extended or a new permit and fee is required.*

## **DECKS/PORCHES**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit the property survey and amend the survey to show the location of the deck, railing and stairs (you can draw all items on your survey). **NOTE:** No construction can be within an easement or within the Village's right of Way. Local setback requirements are available in the Village Clerk and Codes offices.
3. Plans showing how the deck is to be constructed, showing the size and location of posts, beams, joists, decking and railing (top and side views)
4. Building specification sheets must be filled out.
5. Owner or contractor is responsible to contact underground utilities before any type of excavating is started. **Call two (2) working days before you begin to dig – 1-800-962-7962.**
6. Contractor must submit a current insurance and Worker Compensation Certificates (a homeowner can sign an affidavit doing work themselves, if homeowner lives at residence and property's not commercial).
7. If any electrical work is required an Electrical Permit from a Third Party Agency is required.

**\*\*\* The Allowed Third (3<sup>rd</sup>) Party Agencies are as follows:**

- |                                             |   |                |
|---------------------------------------------|---|----------------|
| ➤ New York Atlantic Inland Inc              | - | 1-607-753-7118 |
| ➤ The Inspector                             | - | 1-800-487-0535 |
| ➤ Common Wealth Electrical Inspection Srvs- |   | 1-800-437-5799 |
| ➤ MDIA                                      | - | 1-800-873-6342 |

**\*\*\* Please note: An exterior light must be at all entranceways.**

8. Building Permit Fee amount is based upon value of work. Please supply square feet of each item as the C.E.O. will determine fee.

***This is an inspection list for the above project; please call 468-1679 when you have reached each stage of construction.***

1. Holes are dug 42 " and exposed – *before any cement pour.*
2. Electrical and/or insulation *is completed* (if applicable)
3. Construction is completed and *all other certificates have been issued.*

## **SHEDS**

*If the shed is 144 square feet or smaller, no building permit will be required, but the shed must meet the Village's Zoning five (5) feet setback requirements, which means the shed must be placed at least five (5) feet from both side and rear yards property lines. Call the Code Office (468-1679) if you have questions. Also no shed is allowed in the front yard.*

**\*\*If shed is larger than 144 square feet, a permit is required – Please follow instructions below:**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit the property survey and amend the survey to show the location of the shed, (you can draw all items on your survey). **NOTE:** No construction can be within an easement or within the Village's Right of Way.
3. Shed placement must meet the above stated zoning setback requirements.
4. Plans showing the construction of the shed or a brochure from the manufacturer or supplier (top and side views)
5. Owner or contractor is responsible to contact underground utilities before any type of excavating is started. **Call two working days before you dig – 1-800-962-7962.**
6. Contractor must submit a current Insurance and Worker Compensation Certificates (a homeowner can sign an affidavit doing work themselves, if homeowner live at residence and property's not commercial).
7. Building Permit Fee amount is based upon value of work. Please supply square feet for each item, as the C.E.O. will determine fee.

***This is an inspection list for the above project, please call 468-1679 when the shed is completed.***

**NOTE:** An interior inspection is required.

## **SWIMMING POOLS AND HOT TUBS**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit the property survey and amend the survey to show the location of the swimming pool and fence, if applicable. (you can draw all items on your survey). **NOTE:** No construction can be within an easement.
3. Per Village Code Building Permits are required for all in-ground pool and above-ground pools that have pool walls height's that are 24 feet high or more. Building Permits are also required for temporary pools, and temporary pool must obtain a building permit annually. All requirements are available in The Code Office.
4. Submit plans and specifications that show the following necessary items:
  - a. The type of pool or hot tub (the brochure from pool or hot tub company usually has this information)
  - b. All enclosures - type of fence include the height, style and all gates. All gates must be self-closing and self-latching.
  - c. All alarms including mandatory alarms for pool and include any doors or windows alarms. Note: drainage cannot affect neighbors.
5. An Electrical Permit application is required from a Third Party Agency.  
**\*\*\* The Allowed Third (3<sup>rd</sup>) Party Agencies are as follows:**
  - **The Inspector** - **1-800-487-0535**
  - **Common Wealth Electrical Inspection Srvs-** **1-800-437-5799**

**NOTE:** If up-grading electrical service you must contact the Solvay Electric Dept at 468-6229.

6. Owner or contractor is responsible to contact underground utilities before any type of excavating is started. **Call two working days before you dig – 1-800-962-7962.**
7. Contractor must submit a current Insurance and Worker Compensation Certificates (a homeowner can sign an affidavit doing work themselves, if homeowner live at residence and property's not commercial).
8. Building Permit Fee amount is based upon value of work. Please supply square feet for each item, as the C.E.O. will determine fee.

***This is an inspection list for the above project; please call 468-1679 when you have reached each stage of construction.*** The electrical inspection certificate (or sticker) has been issued and the pool is up with the fence and all alarms and locking gated installed. The hot tub is completed with proper safety features.

## **FENCES**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit the property survey and amend the survey to show the location the proposed fence, include the length, height and type of fencing. **NOTE:**
  - No construction can be within an easement or within the Village's Right-of-Way.
  - Make sure the fence is installed within your own property lines.
  - VILLAGE CODE - The **GOOD SIDE of the fence MUST** face out toward the neighbor's property.
3. Fence must meet zoning requirements. Local setback requirements are available in Village Clerk and the Code Office.
4. Owner or contractor is responsible to contact underground utilities before any type of excavating is started, **call two working days before you dig 1-800-962-7962.**
5. Contractor must submit a current Insurance & Worker Compensation Certificates (a homeowner can sign an affidavit doing work themselves, if homeowner lives at residence and property's not commercial). Building Permit Fee amount is based upon value of work. Please supply square feet for each item, as the C.E.O. will determine fee.
6. Building Permit Fee amount is based upon value of work. Please supply square feet of each item, the C.E.O. will determine fee.

***This is an inspection list for the above project; please call 468-1679 when you have reached each stage of construction.*** When the fence is completed please NOTE to make sure fence is located with the property boundaries, "the good side" faces out and the fence is not within the Village's Right of Way.

## **ADDITIONS/REMODELING/INTERIOR RENOVATIONS**

1. Please completely fill out application form & make sure you describe question #5 in detail.
2. Submit the property survey and amend the survey to show the addition/renovation (you can draw the location of the addition your survey). Local setback requirements are available in Code Office.
3. Plans and specifications showing construction
  - a. Residential construction -one set of plans
  - b. Commercial and Multiple Dwellings - 2 sets of plans

**NOTE:** Where alterations costs exceed \$10,000 for Commercial work and \$20,000 for residential work, the plans shall be signed and sealed by an Architect or Engineer licensed in New York State. The Code Enforcement Officer may require stamp plans whenever it is deemed appropriate to assure compliance.

4. Plans and specifications showing construction.
  - a. Residential construction - 1 copy.
  - b. Commercial and Multiple Dwellings - 2 copies.
  - c. The plans and specifications shall be signed and sealed by the Architect or Engineer licensed for practice in New York State
5. Building Specification sheets **must be filled out.**
6. Contractor must submit a current Insurance and Worker Compensation Certificate ( a homeowner can sign an affidavit doing work themselves if homeowner lives at residence and property's not commercial.
7. An Electrical permit application is required from t Third Party Agency.

**\*\*\* The Allowed Third (3<sup>rd</sup>) Party Agencies are as follows:**

➤ New York Atlantic Inland Inc	-	1-607-753-7118
➤ The Inspector	-	1-800-487-0535
➤ Common Wealth Electrical Inspection Srvs-		1-800-437-5799
➤ MDIA	-	1-800-873-6342

**NOTE:** If up-grading electrical service you must contact the Solvay Electric Dept at 468-6229.

8. Plumbing permit applications issued by Onondaga Plumbing Control – 435-6614
9. Building Permit Fee amount is based upon value of work. Please supply square feet for each item, as the C.E.O. will determine fee.
10. Driveway permit from appropriate agency – State, County, or Village Highway (any fees are determined by that agency).

***This is an inspection list for the above project; please call 468-1679 when you have reached each stage of construction.***

1. Footing inspection (*re-rod hung on the form*) before cement is poured.
2. Foundation wall is finished, before backfill.
3. Framing, when all Mechanicals are completed which, includes plumbing, electrical, and all fire stopping and & fire proofing.
4. Insulation is completed
5. Fire rated sheet rock or any other type of Fire Separation, also when green rock is installed.
6. Construction is completed and all other Certificates have been Issued.

## NEW BUILDINGS

1. Please complete application form & make sure you describe question #5 in detail.
2. Submit the property survey with the new construction on the survey. All new construction be drawn on the survey by a surveyor. Before A Certificate of Occupancy can be granted, an "As built survey" must be submitted to the Code Office for review. ONLY, "minor building" (like a detached garage), can you, the owner draw the new building on the survey.  
**Note:** No construction can be within an easement. Local setback requirements are available in Village Clerk & Code Offices
3. Owner or contractor is responsible to contact underground utilities before any type of excavating is started, **call two working days before you dig 1-800-962-7962.**
4. Plans and specifications showing construction.
  - a. Residential construction - 1 copy.
  - b. Commercial and Multiple Dwellings - 2 copies.
  - c. The plans and specifications shall be signed and sealed by the Architect or Engineer licensed for practice in New York State.
5. Building Specification sheet, must be filled out.
6. Contractor must submit a current Insurance and Worker Compensation Certificates.
7. An Electrical permit application is required from a Third Party Agency.

**\*\*\* The Allowed Third (3<sup>rd</sup>) Party Agencies are as follows:**

- |                                             |   |                |
|---------------------------------------------|---|----------------|
| ➤ New York Atlantic Inland Inc              | - | 1-607-753-7118 |
| ➤ The Inspector                             | - | 1-800-487-0535 |
| ➤ Common Wealth Electrical Inspection Srvs- |   | 1-800-437-5799 |
| ➤ MDIA                                      | - | 1-800-873-6342 |

**NOTE:** If up-grading electrical service you must contact the Solvay Electric Dept at 468-6229.

8. Plumbing permit applications issued by Onondaga Plumbing Control-435-6614
9. Building Permit Fee amount is based upon value of construction. Please supply sq. ft. of each item, the C.E.O. will determined fee.
10. Driveway permit from appropriate agency: State, County or Village Highway (any fees are determined by that agency)  
**NOTE:** Village Code for driveway width is no more than 25% of the front yard, if driveway request is larger than 25%, than a variance is necessary.

**This is an inspection list for the above project, please call 468-1679 when you've reached each stage of construction:**

1. Footing inspection (***re-rod hung on the form***) before cement is poured.
2. Foundation wall is finished, **before backfill.**
3. Framing, when all mechanicals are **completed** which includes: plumbing, electrical, and all fire stopping and fire proofing
4. Insulation is **completed**
5. Fire rated sheet rock or any other type of **Fire Separation** and when green rock is installed.
6. Construction is **completed and all other Certificates have been issued.**

## **DEMOLITION**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit your property survey (you can amend survey to showing the portion that going to be demolished).
  3. All utility companies have to be contacted to:
    - a. Shut off the power to the property at the pole Call **Solvay Electrical Dept. at (315) 468-6229**, verification must be submitted. &/or gas terminated at the curb.
    - b. Call **Niagara Mohawk at 1-800 932-0301** for a Work Order Number. This number must be submitted with the building permit along with date of termination.
    - c. **Effective January 1, 2011**, all demolition permits for any building connected to a sanitary sewer is required to obtain a plumbing permit for sewer disconnection. This does not apply to buildings on septic system. The permit will be issued to a licensed Onondaga County Plumber. The plumber will be responsible for obtaining the plumbing permit, doing the appropriate work and for calling the **Onondaga County Department of Water Environment Protection at (315) 435-6614** to set up an inspection.  
**THIS IS REQUIRED EVEN IF STRUCTURE HAS BEEN VACANT FOR YEARS.**
    - d. Water service terminated at the curb.  
Call **OCWA at 342-6124**, verification must be submitted.
7. Rodent removal call the Onondaga Health Dept. at 435-6617.
8. An asbestos report by a State Certified Inspector. **Must supply documentation that property was checked for asbestos.**
9. If asbestos exists, then a report certifying that the asbestos has been removed and properly disposed.
7. If foundation remains and is filled in, then drainage holes need to be punched through the basement floor. **Before the foundation is filled in, call Code Office at 468-1679 for inspection of the drainage holes.**
7. Filled foundation must be 2' below grade.
8. Owner or contractor is responsible to contact underground utilities before any type of excavating is started, **call two working days before you dig 1-800-962-7962.**
9. Contractor must submit a current Insurance and Worker Compensation Certificates.
  
11. Building Permit Fee amount is based upon value of work. **Please supply sq. ft. of each item, the C.E.O. will determined fee.**

**This is an inspection list for the above project, please call 468-1679 when you've reached each stage of construction:**

When foundation is removed, broken up or holes are punched to allow water to drain through. the demolition is **completed.** **\*\*If demolition is done in stages, then call after each stage\*\*.**

## **FIREPLACES AND WOOD STOVES**

1. Please complete application form and make sure you describe question #5 in detail.
2. Submit property survey, (high-light or circle area on survey where the appliance is to be located (For example: at the back of the house).
3. Submit a floor plan showing the location of the fireplace or wood stove (what room will the appliance be installed? For example: stove will be installed in the corner of the living room, or fireplace will be installed in the basement of the family room).
4. Submit a copy of the manufactures installation instructions, these instructions give important Information that must be followed:
  - a. How far away the appliance can be from the wall (clearances).
  - b. Type of appliance, ( fireplace, masonry, fireplace insert, freestanding stove, hearth stove, furnace, boiler, or other type).
  - c. What type of fuel can be used: ( wood, coal, pellet or other)
  - d. Submit what type of chimney system or vent system is allowed
  - e. If a chimney is required: Include what the height of the chimney will be above the roofline and/or from the roof peak (For example chimney height is three (3) ft above roof and 10 ft way from roof peak).
5.
  - f. Include what type of liner is needed (clay flue, steel, other).
5. If applicable, an electrical permit application, from either or The Inspector-1-800-487-0535, or Common Wealth Electrical Inspection Service- 1-800- 437-5799, or MDIA-1-800-873-6342  
**NOTE: If up grading electrical service or installing electrical heat you must notify, by calling the Solvay Electrical Dept. at (315) 468-6229.**
6. Contractor must submit a current Insurance and Worker Compensation Certificates.
7. Building Permit Fee amount is based upon value of work.  
Please supply sq. ft. of each item, the C.E.O. will determined fee.

**This is an inspection list for the above project, please call 468-1679 when you've reached each stage of construction:**

- a. After the stove/fireplace is set, *with all clearances and insulation expose.*
- b. When stove/fireplace is completed.

## **SIGNS** (In some areas of the Village sign permits are required)

1. Please complete application form and make sure you describe
2. Submit the property survey and amend the survey to show the location(s) the proposed signage.
3. Submit detailed drawing showing the size and styles of design of all signs. Sign requests are to be reasonable and pleasing to character of the neighborhood, large overbearing signs will not be allowed. Village is currently working on new sign ordinances. The new sign ordinances should be encompassed into Village Law soon.
4. Contractor must submit a current Insurance & Worker Compensation Certificates.
5. If any electrical work is required an Electrical Permit from a Third Party Agency is required  
**\*\*\* The Allowed Third (3<sup>rd</sup>) Party Agencies are as follows:**
  - New York Atlantic Inland Inc - 1-607-753-7118
  - The Inspector - 1-800-487-0535
  - Common Wealth Electrical Inspection Srvs- 1-800-437-5799
  - MDIA - 1-800-873-6342

**This is an inspection list for the above project, please call 468-1679 when you've reached each stage of construction.** If electric work was installed, contact the Electrical Agency for an inspection and obtain a Final Certificate. When signage is completed and all other certificates have been issued and submitted to the Code Enforcement Office.

## **OTHER TYPES OF PERMIT REQUEST**

- 1.** Please completely fill out application form & make sure you describe question #5 in detail.
- 2.** Property survey- Amend the survey showing location of the construction.  
**NOTE:** No construction can be within an easement. Local setback requirements are available in Village Clerk & Code Offices.
- 3.** Specification sheet filled out, must be filled out, if applicable.
- 4.** Detailed explanation of the proposed construction (top & side views).
- 5.** Owner or contractor is responsible to contact underground utilities before any type of excavating is started, call two working days **Before You Dig 1-800-962-7962.**
- 6.** If any electrical work is required an Electrical Permit from a Third Party Agency is required

***\*\*\* The Allowed Third (3rd) Party Agencies are as follows:***

**>New York Atlantic Inland Inc – [www.atlantic-inland.com](http://www.atlantic-inland.com)**

Rick Kersey-315-532-0110

Ron Hawe-315-591-5010

Mark Greer-315-564-7127

**> CNY Electrical Inspections- [www.larrykinne.com](http://www.larrykinne.com)**

Larry Kinne-315-633-00271

**>Common Wealth Electrical Inspection Service- [www.codeservices.net](http://www.codeservices.net)**

Gene Spencer-315-427-4864

Brian Fenner-315-440-4070

**>Middle Department Inspection Agency (MDIA) – [www.mdia.net](http://www.mdia.net)**

Jerry Fellows-315-420-1396

**NOTE:** If upgrading electrical service or installing electrical heat you must contact the **Solvay Electrical Department.** at 468-6229.

- 7.** If plumbing is added a plumbing permit is required by Onondaga Plumbing Control-435-6614.
- 8.** Contractor must submit a **current** Insurance & Worker Compensation Certificates (a homeowner can sign an affidavit doing work themselves, if homeowner lives at residence & property's not commercial).
- 9.** **Building Permit Fee amount is based upon value of work.** The C.E.O. will determined fee.

**This is an inspection list for the above project, please call 468-1679 when you've reached each stage of construction:**

- a.** Framing, when all Mechanicals are **completed** which, includes plumbing, electrical, and all fire stopping and fire proofing .
- b.** Insulation is **completed.**
- c.** Fire rated sheet rock or any other type of **Fire Separation** and also when green rock is installed.
- d.** Construction is **completed and all other Certificates have been issued.**

# BUILDING SPECIFICATION SHEET FOR PROPOSED CONSTRUCTION/ADDITIONS/ETC

Excluded are fences, pools and specific sheds

## FOOTINGS

Width: \_\_\_\_\_  
Depth: \_\_\_\_\_  
Reinforcement: \_\_\_\_\_  
Depth below grade: \_\_\_\_\_  
Continuous or stepped: \_\_\_\_\_

## FOUNDATION WALL

Height: \_\_\_\_\_  
Block/Poured wall: \_\_\_\_\_  
Brick: \_\_\_\_\_  
Wall thickness: \_\_\_\_\_  
Depth below grade: \_\_\_\_\_  
Type of water proofing: \_\_\_\_\_  
Anchor size: \_\_\_\_\_  
Placement: \_\_\_\_\_

## SLAB

Type: \_\_\_\_\_  
Thickness: \_\_\_\_\_  
Expansion Joint: \_\_\_\_\_  
Type of vapor barrier: \_\_\_\_\_

## BEARING BEAM

Steel or Wood: \_\_\_\_\_  
Size: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Spacing of columns: \_\_\_\_\_

## WINDOWS

Headers: \_\_\_\_\_  
Size(s): \_\_\_\_\_  
Style/Make: \_\_\_\_\_  
Height from floor to bottom of window sill: \_\_\_\_\_

All windows must meet emergency code openings: \_\_\_\_\_

## INTERIOR WALL FRAMING

Lumber size: \_\_\_\_\_  
Spacing inches to center: \_\_\_\_\_  
Type of interior finish: \_\_\_\_\_

## FLOOR FRAMING

Size of floor joist: \_\_\_\_\_  
Spacing inches on center: \_\_\_\_\_  
Span: \_\_\_\_\_  
Sub-flooring: \_\_\_\_\_  
Size of interior finish: \_\_\_\_\_

## EXTERIOR WALL

Spacing inches on center: \_\_\_\_\_  
Type of siding: \_\_\_\_\_  
Sheathing: \_\_\_\_\_  
Type of interior finish: \_\_\_\_\_  
Size of interior finish: \_\_\_\_\_

## EXTERIORS

Size: \_\_\_\_\_  
Height: \_\_\_\_\_  
Main Entrance: \_\_\_\_\_  
Secondary Entrance: \_\_\_\_\_  
Storm door: \_\_\_\_\_

## EXTERIORS STAIRS

Width: \_\_\_\_\_  
Tread size: \_\_\_\_\_  
Riser size: \_\_\_\_\_  
Railing height: \_\_\_\_\_  
Spindle width: \_\_\_\_\_  
Railing height from stairs to top of header: \_\_\_\_\_

## INTERIOR STAIRS

Width: \_\_\_\_\_  
Tread size: \_\_\_\_\_  
Riser size: \_\_\_\_\_  
Railings: \_\_\_\_\_  
Spindle Width: \_\_\_\_\_  
Railing height from stairs to top of header: \_\_\_\_\_

**INTERIOR DOORS**

Type: \_\_\_\_\_  
Size(s) \_\_\_\_\_  
Height: \_\_\_\_\_  
Size: \_\_\_\_\_  
Spacing: \_\_\_\_\_  
Span: \_\_\_\_\_  
Grade/species: \_\_\_\_\_

**CEILING JOISTS**

Size: \_\_\_\_\_  
Spacing: \_\_\_\_\_  
Ridge board size: \_\_\_\_\_  
Span: \_\_\_\_\_  
Grade/species: \_\_\_\_\_

**RAFTERS**

Spacing: \_\_\_\_\_  
Ridge board size: \_\_\_\_\_  
Span: \_\_\_\_\_  
Grade/species: \_\_\_\_\_

**TRUSS ROOFING SYSTEM**

Ground snow load: \_\_\_\_\_  
Attach truss certificate: \_\_\_\_\_

**ROOF COVERINGS**

Type & pitch: \_\_\_\_\_  
Shingles & type: \_\_\_\_\_  
Vents: \_\_\_\_\_  
Flashing: \_\_\_\_\_  
Snow & ice shield: \_\_\_\_\_

**SMOKE DETECTORS**

Number amount: \_\_\_\_\_  
Locations: \_\_\_\_\_  
Type: \_\_\_\_\_  
Carbon monoxide detector: \_\_\_\_\_  
Location: \_\_\_\_\_

**INSULATION**

Type & thickness: \_\_\_\_\_  
Basement/foundation: \_\_\_\_\_  
Floor(s): \_\_\_\_\_  
Ceiling: \_\_\_\_\_  
Exterior walls: \_\_\_\_\_  
Interior walls: \_\_\_\_\_  
Roof: \_\_\_\_\_  
Other: \_\_\_\_\_

**VENTILATION**

Soffets: \_\_\_\_\_  
Crawl spaces: \_\_\_\_\_  
Gable: \_\_\_\_\_  
Louver: \_\_\_\_\_  
Ridge: \_\_\_\_\_  
Attic fan: \_\_\_\_\_  
Bathroom(s): \_\_\_\_\_  
Kitchen/Kitchenette: \_\_\_\_\_

**FIREPLACES/STOVES**

UL approved: \_\_\_\_\_  
Type: \_\_\_\_\_  
Chimney type: \_\_\_\_\_  
Chimney width: \_\_\_\_\_  
Height above roof: \_\_\_\_\_  
Masonry footing depth: \_\_\_\_\_  
Clearances: \_\_\_\_\_  
Walls: \_\_\_\_\_

**ALARM SYSTEMS**

Number amount: \_\_\_\_\_  
Locations: \_\_\_\_\_  
Company installing system: \_\_\_\_\_  
Audio alarms: \_\_\_\_\_  
Strobe alarms: \_\_\_\_\_

**ADDITIONAL INFORMATION/DETAILS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature- Owner-Applicant:** \_\_\_\_\_

**DATE:** \_\_\_\_\_