

Village of Solvay – Code Enforcement

1100 Woods Rd. – Solvay, NY 13209
 (315) 468-1679 | Fax: 487-1723

Date Received: _____

By: _____

APPLICATION FOR BUILDING PERMIT

Property Address	Parcel # . - -
Owner Name	Phone ()
Address	Email
Applicant Name	Phone ()
Address	Email
Contractor Name	Phone ()
Address	Email
Description of Work	
Total value of work \$	Start Date / /
Electrical Application #	Inspecting Agency
Plumbing Permit #	Plumber Name
<p>Application is hereby made to the Department of Code Enforcement of the Village of Solvay for the issuance of a building permit for the construction, alteration, addition, demolition, or removal of building(s) as herein described, in accordance with the NYCRR Title 19 Chapter XXIII. I hereby affirm, under penalty of law, that all information provided in this application is accurate and true and that all work shall be performed in compliance with all applicable laws and standards.</p>	
Owner Signature:	Date:

FOR OFFICE USE ONLY:

Zoning	Const. Type	Occupancy Classification: Current _____	Proposed _____
Application #		Permit #	Fee \$
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	By	Date / /

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INSTRUCTIONS FOR PERMIT

- Application for Building Permit must be typed or printed in ink, and signed by property owner.
- All fees must be paid by cash, check, or money order at time of application.
- All applications must include two sets of required documentation which may include:
 - 1) A recent an accurate parcel survey showing location of lot and of buildings on premises, relationship to adjoining premises or public street areas, and giving a detailed description of layout of property.
 - 2) A recent and accurate survey with the intended location of any new construction drawn.
 - 3) Complete set of plans by a NYS Certified Design Professional showing proposed constructions as required by the NYS Uniform Code, Energy Code, and Code of the Village of Solvay. Plans and/or specifications shall describe the nature of work to be performed, the materials and equipment to be used and installed and details of the structural, mechanical, electrical, plumbing, insulation and other required installations.
 - 4) Proof of coverage (or exemption thereof) for disability, liability, and worker’s compensation insurance. “Village of Solvay” to be listed as certificate holder on each policy, as applicable. Acord forms are not acceptable as proof of worker’s compensation insurance.
 - 5) Manufacturer’s specifications and installation instructions if installing a solid-fuel burning stove or fireplace, or a gas-fired appliance, or chimney.
- Upon approval of submitted documents, Code Enforcement will return a set of plans to the permit applicant with the word “APPROVED” stamped upon them. The applicant shall keep that set of approved plans on the work site and accessible to the inspector(s) until the project is complete and certified.
- Please allow up to two-weeks for permit processing.
- All construction debris must be properly disposed of by the applicant.
- It is the permit-holder’s responsibility to arrange for all inspections and to contact Code Enforcement before making any alterations or additions to the intended scope of work.
- All electrical work must be inspected by a Village-approved 3rd-party electrical inspection agency to be arranged by the permit holder.
- All plumbing work must be performed by an Onondaga County licensed plumber (except one-family owner occupied homes where the owner is performing all work) and inspected by Onondaga County Plumbing Control.
- No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by Code Enforcement.
- No work shall commence before issuance of the applicable permit.
- All work must commence within six-months from issuance.
- Building permits shall be effective for one-year from issuance. For good cause, the Code Enforcement Officer may allow a maximum of two extensions for periods not exceeding three months each upon payment of one-half of permit fee for each extension.