

Village of Solvay – Code Enforcement

1100 Woods Rd. – Solvay, NY 13209

(315) 468-1679 | Fax: 487-1723

INSTRUCTIONS FOR PERMIT

- Application for Building Permit must be typed or printed in ink, and signed by property owner (reproductions/photocopies not accepted).
- All fees must be paid at time of application. Payments can be made by cash, check, money order, or credit card.
- All applications must include two sets of required documentation which may include:
 - 1) A recent and 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 and specifications as required by the NYS Uniform Code, Energy Code, and Code of the Village of Solvay. Plans and 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 insurance coverage for Disability (Form DB120.1) and Worker's Compensation (Form C105.2) or CE-200 exemption form. "Village of Solvay" to be listed as certificate holder on each policy, as applicable.
 - 5) Manufacturer's specifications and installation instructions if installing a solid-fuel burning stove or fireplace, or a gas-fired appliance, or chimney.
 - 6) Asbestos survey results (if required by NYS DOL CR 56).
- 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.
- All construction debris must be properly disposed of by the applicant.
- All electrical work must be inspected by an approved 3rd party electrical inspection agency.
- All plumbing work must be performed by an Onondaga County licensed plumber and inspected by Onondaga County Plumbing Control.
- It is the permit-holder's responsibility to arrange for all inspections by contacting the appropriate party.
- 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.
- Building permits shall be effective for one-year from issuance. For good cause, the Code Enforcement Officer may allow, upon payment of the applicable fee, a maximum of two extensions for periods not exceeding three months each.

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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> | |
| 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 / / |