

INSTRUCTIONS FOR BUILDING PERMIT

- Application must be typed or printed in ink, and signed by parcel owner.
- All fees must be paid at time of application. Payments can be made by check or money order payable to “Village of Solvay” or by cash or credit card if submitting application in person.
- **All applications must include:**
 - 1) A **recent** (within the last 7 years) and accurate parcel survey showing lot and buildings, relationship to adjoining premises or public street areas, and giving a detailed description of layout of property.
 - 2) Intended location of any new construction drawn onto copy of parcel survey in blue or red ink.
 - 3) Contractor’s estimate for cost of work, or a breakdown of materials to be used and the associated cost of those materials if work is being done by homeowner.
 - 4) Proof of insurance coverage for Disability (Form **DB120.1**) and Worker’s Compensation (Form **C105.2**). “Village of Solvay” to be listed as certificate holder on each policy, as applicable. **ACORD liability forms are not acceptable as proof of insurance.** (If you are doing the work yourself or the contractor doesn’t legally need to carry Disability or Worker’s Comp insurance, we require either a **CE-200 or BP-1** as proof of exemption.)
- Some applications may require (we will request the below if necessary):
 - 1) Complete set of plans (**2 copies**) 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.
 - 2) Manufacturer’s specifications and installation instructions if installing a solid-fuel burning stove or fireplace, or a gas-fired appliance, or chimney.
 - 3) Asbestos survey results (if required by NYS DOL CR 56).
- Upon approval, Code Enforcement will send a Placard to be displayed prominently during construction, and not to be removed until final Code Enforcement certification. If applicable, Code Enforcement will return a set of plans to the applicant with the word **APPROVED** stamped upon them. The applicant shall keep that set of approved plans on 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 valid for one year from issuance. For good cause, Code Enforcement may allow – upon payment of the applicable fee – a maximum of one extension for a period not exceeding six months. Please contact us before your permit expires to discuss.

APPLICATION FOR BUILDING PERMIT

Property Address:	Parcel #:	
Owner Name:	Phone:	
Address:	Email:	
Applicant Name:	Phone:	
Address:	Email:	
Contractor Name:	Phone:	
Email:		
Description of Work:		
Total value of work: \$	Start Date:	End 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:

Failure to follow State and Local codes will result in a Stop Work Order. Failure to obtain all inspections required for work being done will result in a Stop Work Order until inspections are complete and construction meets Code Requirements. Stop Work Orders will result in fines ranging between \$500-2000/day per day of violation.

FOR OFFICE USE ONLY:

Received By:	Date:	Fee: \$	
Zoning:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CEO:	Date: