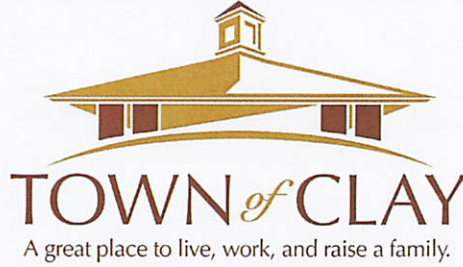


Department of Code Enforcement

Commissioner of Code Enforcement  
Joseph Grispino



4401 State Route 31  
Clay, New York 13041-8707  
Website: [www.townofclayny.gov](http://www.townofclayny.gov)

Phone: (315) 652-3800  
Fax: (315) 622-7259  
E-mail: [codes@townofclayny.gov](mailto:codes@townofclayny.gov)

## **New Commercial Buildings, Commercial Additions, Commercial Alterations, Residential Apartments (Buildings, Additions & Alterations) Permit Process**

Site Plans and Final Plat maps must be filed and stamped approved prior to submitting permit. Permit approval time will be based on the extent of the project. Additional time may be required when plans are referred to a third party plan reviewer at the discretion of the Department of Planning & Development. There will be a minimum of 15 business days for review.

Permit Application with Fee.  
2 FULL Sets of COMPLETE Stamped Architect plans along with One Digital copy  
OR one 22 X 34 (minimum) copy, and one spec book or project manual when applicable.

Plan Submittals Must Meet the Current 2025 NYS Building Codes and 2023 NEC

## **CODE COMPLIANCE REVIEW CHECKLIST**

### **PROJECT INFORMATION**

- All applicable codes listed on plans
- Work classification identified:
  - New Building
  - Addition
  - Alteration
  - Change of Occupancy

---

### **OCCUPANCY & USE**

- Occupancy classification(s) provided
- Mixed-use designation identified:

- Separated
  - Non-separated
  - Incidental/accessory uses listed with fire barrier requirements
- 

### **STORAGE AREAS (IF APPLICABLE)**

- Storage height indicated
  - Racking details provided
  - Layout shown
  - Commodities identified
  - Packaging method described
- 

### **FIRE PROTECTION & LIFE SAFETY**

- Sprinkler system
  - Carbon monoxide detectors
  - Smoke alarms
  - Kitchen suppression (Ansul) system
  - Hood and duct systems
  - Dampers
  - Fire alarm system
- All required fire protection systems identified and locations shown to include but not limited to emergency lighting, exit signs, and fire extinguishers
- 

### **BUILDING DATA**

- Building height calculations provided
  - Building area calculations provided
  - Construction type identified
  - Fire-resistance ratings of building elements provided
-

## **INTERIOR REQUIREMENTS**

- Interior finish schedule provided
  - Fireproofing requirements identified
- 

## **EGRESS & OCCUPANT LOAD**

- Occupant load calculations per space
  - Common path of egress travel identified
  - Exit access travel distances provided
  - Number of exits (required vs. provided) shown
  - Exit door widths provided
  - Stairway widths provided
- 

## **PLUMBING**

- Provide a copy of plumbing permit
- Provide Onondaga County Health Department Cross Connection Control Plan Submittal

[NewPlanSubmittalInformationandChecklist.pdf](#)

- Fixture schedule provided
  - Required vs. provided fixture counts shown
- 

## **ACCESSIBILITY REQUIREMENTS**

- Accessible restroom details (grab bars, piping protection, etc.)
  - Signage provided
  
  - Mirrors, dispensers, hooks detailed
  - Door hardware compliant
  - Accessible walkways shown
  - Parking lot signage compliant
-

## **ADDITIONAL REQUIREMENTS**

- Energy Compliance
  
- Fire flow data sheets provided
- Statement of special inspections (separate document)
- Truss identification sign shown
- Driveway permit obtained (if applicable)
- Contractor certificates provided:
  - Liability insurance
  - NYS Workers' Compensation C105.2 or U26.3 form or CE-200 as proof of exemption
  - Disability insurance on a DB120.1 form
  - Plumbing permits obtained (Onondaga County)
  
- Accepted Electrical Inspection Agencies see list below. Work order number must be on upper left of building permit application where it states Electrical Permit Number.

### **Upstate Electrical Inspection Agency LLC**

Aaron Bellows

315-452-5304

### **CNY Electrical Inspection Service, LLC**

Larry Kinne

315-633-0027

### **Commonwealth Electrical Inspection Service, Inc.**

1-800-801-0309

### **The Inspector, Tim Willsey**

1-800-487-0535 or

315-247-9162

### **Middle Dept. Inspection Agency**

1-518-273-0861

### **Elevator Inspection Agencies**

NEIS 1-800-886-8316          CNY 315-425-0428

American Loss Prevention Services 1-716-842-6117



# Onondaga County Health Department

J. Ryan McMahon II, County Executive

Kathryn Anderson, MD, PhD, MSPH, Onondaga County Commissioner of Health

John H. Mulroy Civic Center · 421 Montgomery Street, Syracuse, NY 13202



Division of Environmental Health  
Jeffrey A. Till, P.E., Director

Bureau of Public Health Engineering  
Phone (315) 435-6600  
Fax (315) 435-6606

## Onondaga County Health Department (OCHD) Cross Connection Control Plan Submittal

A complete Backflow Prevention (BFP) Installation Design submitted to this office would include the following:

- 1) DOH Form 347 - Application for Approval of Backflow Prevention Devices with Water Supplier signature
- 2) Site Plan showing water line(s) to building and with general location map inset
- 3) Plumbing Floor Plan with dimensions surrounding device
- 4) Vertical Cross-Section with dimensions surrounding device
- 5) Engineering Report Form completed
- 6) Cut sheets (manufacturer's spec sheets) for device and Cut sheets for "hot box", if applicable. (make sure that cut sheets show that device is approved by University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR))

Review of the following information is recommended for designing a BFP device installation:

- Onondaga County Health Department – Plan Review and Approval for Backflow Prevention Devices  
<http://www.ongov.net/health/env/plan.html>
- NY State Department of Health – Cross-Connection Control Program  
<https://www.health.ny.gov/environmental/water/drinking/cross/>
- NYSDOH 10 NYCRR Section 5-1.31 – Cross Connection Control  
<https://regs.health.ny.gov/volume-title-10/653916609/section-5-131-cross-connection-control>
- Guidelines for Designing Backflow Assembly Installations - Supplement to the 1981 Cross-Connection Control Manual, January 1992  
<http://www.health.ny.gov/environmental/water/drinking/cross/guide.htm>
- NYSDOH Form 347 - Application for Approval of Backflow Prevention Devices  
[http://www.ongov.net/health/env/documents/doh347\\_FillableForm.pdf](http://www.ongov.net/health/env/documents/doh347_FillableForm.pdf)
- Approved Backflow Prevention Devices: Fact Sheet  
[http://www.health.ny.gov/environmental/water/drinking/cross/approved\\_backflow\\_prevention\\_devices\\_fact\\_sheet.htm](http://www.health.ny.gov/environmental/water/drinking/cross/approved_backflow_prevention_devices_fact_sheet.htm)
- Technical Reference - PWS 12 - CCC Policy for Single Family and Dual Family Residential Customers  
<http://www.health.ny.gov/environmental/water/drinking/cross/pws12.htm>

**Please note that all domestic service lines for commercial customers served by a public water supply in Onondaga County shall be protected with a reduced pressure zone valve (RPZ).**

### Steps for Approving an Installation

- 1) Consumer required to install a backflow prevention device hires a New York State Licensed Engineer or Architect.
- 2) The engineer/architect designs an installation.
- 3) The engineer/architect contacts the Onondaga County Plumbing Control Section for a cursory review of BFP device drainage (as well as to submit plumbing plans and to apply for appropriate permits).  
Receives drainage approval letter.
- 4) The engineer/architect owner contacts Local Codes Officer for instructions on codes requirements on the local level.
- 5) The engineer/architect contacts water supplier. Sends one copy of preliminary plans (via email or per water supplier instructions) to the water supplier.

**Steps for Approving an Installation (Continued)**

- 6) The water supplier reviews the design; requests needed corrections, and then will request the submission of 4 sets of final plans/application documents. The water supplier will sign, then forward the plans to the local health department.
- 7) The OCHD reviews the plans and approves the design. Sends one copy to consumer, one copy to the water supplier, and one copy to Plumbing Control. OCHD retains a file copy.
- 8) A contractor (plumber) is hired to install the device per the approved design.
- 9) Plumbing Control inspects and approves installation, then releases Occupancy Permit.
- 10) A New York State certified tester tests the device.
- 11) The design engineer verifies that the device was installed as per the approved plans. This is recorded on the tester's form.
- 12) Device must be tested annually.