

App. Approved _____
 Date _____ Authorized Official _____
 App. Disapproved _____
 Date _____ Authorized Official _____
 Sewer Permit No. _____ Date _____
 Electrical Permit No. _____ Date _____
 Board Decisions _____ Case # _____

TOWN OF CLAY
4401 Route 31, Clay, NY 13041 (315) 652-3800
RESIDENTIAL
BUILDING PERMIT APPLICATION
 Department of Planning and Development

Permit Number _____
 Date Filed _____
 Tax Map Number _____

Applicant – do not write above this line

Visit us online at: www.townofclay.org

Nature of Work (Please check applicable item)

Addition * _____ SF * # Bathrooms _____
XXXX Alteration* _____ * SF
 **Shed _____ SF (over 400 SF USE Garage)
 Deck _____ SF
 Garage/Pole Barn _____ SF
 Fireplace, _____ Insert
 Demolition
 **Fence _____ Height
 Other _____

Property Information

Address or Tract/Lot _____ Zip _____
 Zoning District _____
 Present Use & Occupancy _____
 Present Square Footage _____
 Owner Information - PLEASE PRINT
Property Owner _____
Owner's Address _____
City _____ Zip _____
Owner's Phone# _____ Email _____
Owner's Signature: _____
Total Project Value: \$ _____
 Permit Fee: \$ _____ (cash or check only)

Building Permit Fees. Where the TOTAL VALUATION of the work is:

\$1 - \$1000 \$25.00
 For each additional \$1,000.00 or fraction thereof \$ 6.00

**Sheds 200 sq. ft. or under - \$30 flat fee
 **Fence - \$30 flat fee

Project Description _____ Description of Proposed Development or Intended Use _____

Approved Plan Reference: _____ Phone _____
 Architect or Engineer _____ Plan Date (Original) _____
 Company _____ Last Revision _____
 Plan Title _____ Number of Pages _____

Applicant Information: (if different from owner)

X _____ is the _____
 (Name of individual signing application) _____ (agent, contractor, corporate officer, etc.)
 X _____ Zip _____
 (Address) _____ (City) _____ (State) _____
 Phone _____ Email _____
 (Signature) _____

APPLICATION IS HEREBY MADE to the commissioner for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Contractor Information:

Name of Contractor _____ Site Contact Person _____ Phone _____

Address _____ State _____ Zip _____

Contractors Liability Insurance : _____ ATTACHED, OR _____ ON FILE

Workers' Compensation Insurance and Disability Insurance: _____ ATTACHED, OR _____ ON FILE

Electrical work to be inspected by, and Certificate of Approval obtained from, the CNY Electrical Inspection Service, Commonwealth Electrical Inspection Service, Middle Department Inspection Agency or The Inspector.

Plumbing work to be inspected by, and Certificate of Approval obtained from, The Onondaga County Dept. of Health.

Please attach separate drawing (survey) showing clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Show street names and indicate whether interior or corner lot.

OFFICE USE: () Applicant () Assessor () File

ALTERATIONS

1. APPLICATION
2. SURVEY
3. DRAWINGS, ANYTHING OVER 10,000 DOLLARS NEEDS STAMPED DRAWINGS
4. CONTRACTORS INSURANCE, LIABILITY AND WORKERS COMP
5. IF DOING WORK YOURSELF MUST HAVE BP-1 FORM SIGNED AND NOTARIZED
6. PERMIT FEE ACCORDING TO COST OF CONSTRUCTION

<https://www.townofclay.org/planning/forms-applications>

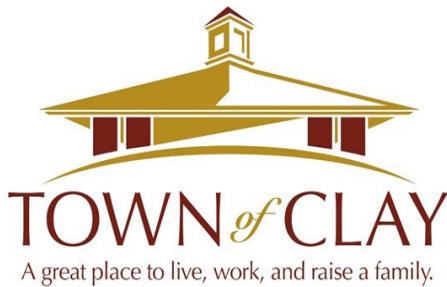
Partial Schedule

	\$1.00-\$1,000 - \$25	\$21,000 - \$145	\$41,000 - \$265	\$61,000 - \$385	\$81,000 - \$505
	\$2,000 - \$31	\$22,000 - \$151	\$42,000 - \$271	\$62,000 - \$391	\$82,000 - \$511
	\$3,000 - \$37	\$23,000 - \$157	\$43,000 - \$277	\$63,000 - \$397	\$83,000 - \$517
	\$4,000 - \$43	\$24,000 - \$163	\$44,000 - \$283	\$64,000 - \$403	\$84,000 - \$523
	\$5,000 - \$49	\$25,000 - \$169	\$45,000 - \$289	\$65,000 - \$409	\$85,000 - \$529
	\$6,000 - \$55	\$26,000 - \$175	\$46,000 - \$295	\$66,000 - \$415	\$86,000 - \$535
	\$7,000 - \$61	\$27,000 - \$181	\$47,000 - \$301	\$67,000 - \$421	\$87,000 - \$541
	\$8,000 - \$67	\$28,000 - \$187	\$48,000 - \$307	\$68,000 - \$427	\$88,000 - \$547
	\$9,000 - \$73	\$29,000 - \$193	\$49,000 - \$313	\$69,000 - \$433	\$89,000 - \$553
	\$10,000 - \$79	\$30,000 - \$199	\$50,000 - \$319	\$70,000 - \$439	\$90,000 - \$559
	\$11,000 - \$85	\$31,000 - \$205	\$51,000 - \$325	\$71,000 - \$445	\$91,000 - \$565
	\$12,000 - \$91	\$32,000 - \$211	\$52,000 - \$331	\$72,000 - \$451	\$92,000 - \$571
	\$13,000 - \$97	\$33,000 - \$217	\$53,000 - \$337	\$73,000 - \$457	\$93,000 - \$577
	\$14,000 - \$103	\$34,000 - \$223	\$54,000 - \$343	\$74,000 - \$463	\$94,000 - \$583
	\$15,000 - \$109	\$35,000 - \$229	\$55,000 - \$349	\$75,000 - \$469	\$95,000 - \$589
\$225,000 = \$1,369	\$16,000 - \$115	\$36,000 - \$235	\$56,000 - \$355	\$76,000 - \$475	\$96,000 - \$595
	\$17,000 - \$121	\$37,000 - \$241	\$57,000 - \$361	\$77,000 - \$481	\$97,000 - \$601
\$250,000 = \$1,519	\$18,000 - \$127	\$38,000 - \$247	\$58,000 - \$367	\$78,000 - \$487	\$98,000 - \$607
	\$19,000 - \$133	\$39,000 - \$253	\$59,000 - \$373	\$79,000 - \$493	\$99,000 - \$613
\$275,000 = \$1,669	\$20,000 - \$139	\$40,000 - \$259	\$60,000 - \$379	\$80,000 - \$499	\$100,000 - \$619
\$300,000 = \$1,819	\$101,000 - \$625	\$121,000 - \$745	\$141,000 - \$865	\$161,000 - \$985	\$181,000 - \$1,105
	\$102,000 - \$631	\$122,000 - \$751	\$142,000 - \$871	\$162,000 - \$991	\$182,000 - \$1,111
\$325,000 = \$1,969	\$103,000 - \$637	\$123,000 - \$757	\$143,000 - \$877	\$163,000 - \$997	\$183,000 - \$1,117
	\$104,000 - \$643	\$124,000 - \$763	\$144,000 - \$883	\$164,000 - \$1,003	\$184,000 - \$1,123
\$350,000 = \$2,119	\$105,000 - \$649	\$125,000 - \$769	\$145,000 - \$889	\$165,000 - \$1,009	\$185,000 - \$1,129
	\$106,000 - \$655	\$126,000 - \$775	\$146,000 - \$895	\$166,000 - \$1,015	\$186,000 - \$1,135
\$375,000 = \$2,269	\$107,000 - \$661	\$127,000 - \$781	\$147,000 - \$901	\$167,000 - \$1,021	\$187,000 - \$1,141
	\$108,000 - \$667	\$128,000 - \$787	\$148,000 - \$907	\$168,000 - \$1,027	\$188,000 - \$1,147
\$400,000 = \$2,419	\$109,000 - \$673	\$129,000 - \$793	\$149,000 - \$913	\$169,000 - \$1,033	\$189,000 - \$1,153
	\$110,000 - \$679	\$130,000 - \$799	\$150,000 - \$919	\$170,000 - \$1,039	\$190,000 - \$1,159
\$425,000 = \$2,569	\$111,000 - \$685	\$131,000 - \$805	\$151,000 - \$925	\$171,000 - \$1,045	\$191,000 - \$1,165
	\$112,000 - \$691	\$132,000 - \$811	\$152,000 - \$931	\$172,000 - \$1,051	\$192,000 - \$1,171
\$450,000 = \$2,719	\$113,000 - \$697	\$133,000 - \$817	\$153,000 - \$937	\$173,000 - \$1,057	\$193,000 - \$1,177
	\$114,000 - \$703	\$134,000 - \$823	\$154,000 - \$943	\$174,000 - \$1,063	\$194,000 - \$1,183
\$475,000 = \$2,869	\$115,000 - \$709	\$135,000 - \$829	\$155,000 - \$949	\$175,000 - \$1,069	\$195,000 - \$1,189
	\$116,000 - \$715	\$136,000 - \$835	\$156,000 - \$955	\$176,000 - \$1,075	\$196,000 - \$1,195
\$500,000 = \$3,019	\$117,000 - \$721	\$137,000 - \$841	\$157,000 - \$961	\$177,000 - \$1,081	\$197,000 - \$1,201
	\$118,000 - \$727	\$138,000 - \$847	\$158,000 - \$967	\$178,000 - \$1,087	\$198,000 - \$1,207
\$1,000,000=	\$119,000 - \$733	\$139,000 - \$853	\$159,000 - \$973	\$179,000 - \$1,093	\$199,000 - \$1,213
\$6,019	\$120,000 - \$739	\$140,000 - \$859	\$160,000 - \$979	\$180,000 - \$1,099	\$200,000 - \$1,219

Department of Planning & Development

Planning Commissioner
David Tessier

Commissioner of Code Enforcement
Joe Grispino



Email: Planning@townofclay.org
4401 State Route 31
Clay, NY 13041
315-652-3800

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PROCEDURES FOR OBTAINING RESIDENTIAL BUILDING PERMITS FOR ADDITIONS, ALTERATIONS, GARAGES, SHEDS, AND DECKS

See additional instruction sheets for pools, fences, fireplaces, and solid fuel burning appliances.

1. Permit application filled out, and appropriate fee paid.
2. We need your **SURVEY** showing where your home is placed on your property. Please draw in the approximate location of the new construction.
3. Setbacks must be met as required by the zoning of your property. Anything closer to property lines are in violation of the Town of Clay Zoning Ordinance. You cannot build any structure on an easement. (Width of easements take precedence over normal setbacks) For properties that are designated in a floodplain, additional requirements of Chapter 112 must be met.

Accessory buildings (I.G., storage units, sheds, etc.) for one or two-family dwellings or townhouses in residential districts that are 100 Square Feet or Less in an area and less than 12 feet in height.
 - a) Less than 100 SqFt in area and 12 feet in height
 - b) Minimum setback of three (3') from any property line
 - c) Not located within any easement or right-of-way.
 - d) Located in the portion of a lot behind a line formed by the front of the wall of the principal building.
 - e) Located in compliance with any applicable corner lot requirements.
 - f) Meet Chapter 112 Flood Damage Prevention
4. 2 Sets of plans or drawings showing what you are building, materials that you are using and **how** it will be constructed. Stamped and signed architectural prints may be required.
5. Contractors MUST submit a **Certificate of Liability** and **Certificate of Compensation Disability Insurance** coverage. If homeowner is doing work a **CE-200** (Certificate of Attestation) must be submitted.
6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30am-4:30pm. Permits will be accepted until 4:00pm. Applications are taken on first come first served basis. Permits will be issued usually within 5 business days depending on the number of applications at any given time and once all information has been approved.
7. Upon issuance of your building permit, please contact the authorized official for the necessary inspections to be made during construction. Inspections require a **48 hour**(business day) notice



TOWN OF CLAY

DEPARTMENT OF PLANNING AND DEVELOPMENT

4401 State Route 31 Clay, New York 13041-8707

(315) 652-3800

MARK V. TERRITO
COMMISSIONER

FAX (315) 622-7259

Finishing Basements: What You Need To Know

- Effective August 2007, New York has adopted new building code requirements for detached one- and two-family dwellings and townhouses not more than 3 stories in height, all of which are included in the new Residential Code of New York State. This applies to all new residential construction in New York, including, for example, converting a basement space into habitable (for living, eating, sleeping or cooking) space.
- To be able to convert a basement space into habitable space, there are several requirements that have to be met. For example, habitable rooms must have a ceiling height of not less than 7 feet from the finished floor. Beams girders, ducts or other obstruction may project to within 6 feet, 8 inches, of the finished floor.
- Light and ventilation need to be supplied to all habitable rooms by providing an aggregate glazing area (windows) of not less than 8% of the floor area for light, and not less than 4% of the floor area for a minimum operable area to the outdoors for ventilation.
- Basements with habitable space and every sleeping room need to have at least one openable emergency escape and rescue opening. The opening needs to have a sill height of not more than 44 inches above the floor. As long as the opening is not more than 44 inches above or below the finished ground level outside, it must have a minimum net clear opening of 5 square feet; otherwise it must have a minimum net clear opening of 5.7 square feet. In any case, the opening must be at least 24 inches wide and 20 inches high, and operational from the inside without the use of keys or tools.
- It is also possible to use window wells for emergency egress. The horizontal dimension of the window well must provide a net clear area of at least 9 square feet, and must have a minimum horizontal projection of at least 36 inches. If the window well has a greater vertical depth than 44 inches, then it must be equipped with a permanent ladder or steps that are usable with the window open.
- It is also important to note that furnaces in basements generally need at least 1 cubic foot of space for each 10 Btu/h rating of the particular furnace. Depending on the size of the basement and any partitions proposed, this may limit what can be done in a particular space.
- Finally, if any part of the space is to be used as a sleeping room, smoke alarms must be installed in each sleeping room, outside of each sleeping area and on each additional story of the dwelling. They must be interconnected and hard-wired with a battery back-up. This applies to the entire house, including basements. Carbon monoxide alarms are also required (effective Feb. 22, 2010) to be installed on the lowest story having a sleeping area.
- All of the above is just a summary of the basic requirements. Depending on the specifics of your project, there are many different ways to satisfy the code requirements. We cannot design your project for you, but we will let you know if your design complies.



PROJECT _____
SUBJECT Typical Wall Section
CALC. BY _____ DATE _____ SHEET _____ OF _____
CHECKED BY _____ DATE _____ PROJECT NO. _____

MARK V. TERRITO
COMMISSIONER

* ALTERNATE
WOOD TRUSSES
@ _____ O.C.
(MANUFACTURERS
DATA REQUIRED)

SILL PLATE ON
SILL SEALER

ANCHOR BOLTS

DAMP PROOFING (req'd.)

FOOTING

DEPTH

WIDTH

