

# TOWN OF CLAY

## PLANNING & DEVELOPMENT

4401 State Route 31  
Clay, New York 13041-8707  
(315) 652-3800  
(315) 622-7259(fax)

### PROCEDURES FOR OBTAINING A COMMERCIAL BUILDING PERMIT

**For New Buildings, Additions and Alterations: ALL PLANS MUST MEET THE FOLLOWING OR THEY WILL NOT BE ACCEPTED.**

- **Permit Application. (Site Plan Approval must be obtained)**
- 2 sets of stamped architect plans meeting (**please see attached sheets**) the Building Code of N.Y.S.2002, Fire Code of N.Y.S. 2002, Plumbing Mechanical and Fuel Gas Code 2002, Energy Code 2002, National Electric Code 2002, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 1264, NFPA 70-2002, Accessibility-Chapter 11-IBC, and ICC/Ansi A-117-1.
- Code Compliance Review to be on Cover Sheet of Plans.
- Statement of Special Inspections meeting Chapter 17 of the Building Code of N.Y.S.
- Energy Analysis (Prescriptive System or Energy Cost Approach- for alterations-total systems balance required.)
- Fire Stopping Components must be listed and compatible.
- Fire Protections Plans/Alarm System/Sprinkler System with Calculations (4 inch Stortz Connection.) **MUST BE SUBMITTED PRIOR TO COMMENCEMENT OF WORK.**
- Must meet Sections 503 and 504 of the Fire Code for access.
- Fire Flow Data -Sec. 508 Fire Code N.Y.S. Requirements to meet Appendix B of the I.F.C.
- Key Lock Box required/Fire Extinguishers with locations.
- Survey showing placement of new building/addition
- Contractor Certificate of Liability, N.Y.S. Workman's Compensation and Disability insurance.
- Fee (See Permit Application)
- Onondaga County Plumbing Permit needed before the release of building permit

(315) 435-6614. Health Department 435-6617. D.E.C. STORM WATER PERMIT 426-7521.

- Electrical Inspections Agencies (Choose One). Commonwealth, Larry Kinne 633-0027. The Inspector, Tim Willsey (1-800-487-0535), or 247-9162, N.Y. Board of Fire Underwriters (315) 463-8552 or Middle Department, Richard Zyjewski 635-2373.
- Third Party Elevator Inspections (Choose one) CNY Elevators [Consultants@425-0428](mailto:Consultants@425-0428) or National Elevator Inspection Services EIS @1-800-886-8313.
- Permit approval time will be based on the extent of the project. Additional Time may be required if plans are referred to a third party plan reviewer at the discretion of the Department of Planning & Development:
  - Alterations: 5-10 business days, Additions :10-15 business days
  - New Buildings:15-20 business days.
  - TRUSSE IDENTIFICATION SIGNS MUST MEET SUBCHAPTER C OF CHAPTERXXX111 OF TITLE 19 of the Official Compilation of Codes, Rules, and regulations of the State of New York, PART 1264
- 10/21/2005