

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: \$ _____

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

Permit Fee: \$ _____ (cash or check only)

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

RESIDENTIAL

Town Of Clay - Building Permit Fees

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Partial Schedule

\$1,000 - \$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
For each additional		\$31,000	- \$205	\$51,000	- \$325	\$71,000	- \$445	\$91,000	- \$565
\$1,000 or fraction		\$32,000	- \$211	\$52,000	- \$331	\$72,000	- \$451	\$92,000	- \$571
thereof - ADD \$6		\$33,000	- \$217	\$53,000	- \$337	\$73,000	- \$457	\$93,000	- \$577
		\$34,000	- \$223	\$54,000	- \$343	\$74,000	- \$463	\$94,000	- \$583
		\$35,000	- \$229	\$55,000	- \$349	\$75,000	- \$469	\$95,000	- \$589
\$225,000 = \$1,369		\$36,000	- \$235	\$56,000	- \$355	\$76,000	- \$475	\$96,000	- \$595
		\$37,000	- \$241	\$57,000	- \$361	\$77,000	- \$481	\$97,000	- \$601
\$250,000 = \$1,519		\$38,000	- \$247	\$58,000	- \$367	\$78,000	- \$487	\$98,000	- \$607
		\$39,000	- \$253	\$59,000	- \$373	\$79,000	- \$493	\$99,000	- \$613
\$275,000 = \$1,669		\$40,000	- \$259	\$60,000	- \$379	\$80,000	- \$499	\$100,000	- \$619

\$300,000 = \$1,819		\$121,000	- \$745	\$141,000	- \$865	\$161,000	- \$985	\$181,000	- \$1,105
		\$122,000	- \$751	\$142,000	- \$871	\$162,000	- \$991	\$182,000	- \$1,111
\$325,000 = \$1,969		\$123,000	- \$757	\$143,000	- \$877	\$163,000	- \$997	\$183,000	- \$1,117
		\$124,000	- \$763	\$144,000	- \$883	\$164,000	- \$1,003	\$184,000	- \$1,123
\$350,000 = \$2,119		\$125,000	- \$769	\$145,000	- \$889	\$165,000	- \$1,009	\$185,000	- \$1,129
		\$126,000	- \$775	\$146,000	- \$895	\$166,000	- \$1,015	\$186,000	- \$1,135
\$375,000 = \$2,269		\$127,000	- \$781	\$147,000	- \$901	\$167,000	- \$1,021	\$187,000	- \$1,141
		\$128,000	- \$787	\$148,000	- \$907	\$168,000	- \$1,027	\$188,000	- \$1,147
\$400,000 = \$2,419		\$129,000	- \$793	\$149,000	- \$913	\$169,000	- \$1,033	\$189,000	- \$1,153
		\$130,000	- \$799	\$150,000	- \$919	\$170,000	- \$1,039	\$190,000	- \$1,159
\$425,000 = \$2,569		\$131,000	- \$805	\$151,000	- \$925	\$171,000	- \$1,045	\$191,000	- \$1,165
		\$132,000	- \$811	\$152,000	- \$931	\$172,000	- \$1,051	\$192,000	- \$1,171
\$450,000 = \$2,719		\$133,000	- \$817	\$153,000	- \$937	\$173,000	- \$1,057	\$193,000	- \$1,177
		\$134,000	- \$823	\$154,000	- \$943	\$174,000	- \$1,063	\$194,000	- \$1,183
\$475,000 = \$2,869		\$135,000	- \$829	\$155,000	- \$949	\$175,000	- \$1,069	\$195,000	- \$1,189
		\$136,000	- \$835	\$156,000	- \$955	\$176,000	- \$1,075	\$196,000	- \$1,195
\$500,000 = \$3,019		\$137,000	- \$841	\$157,000	- \$961	\$177,000	- \$1,081	\$197,000	- \$1,201
		\$138,000	- \$847	\$158,000	- \$967	\$178,000	- \$1,087	\$198,000	- \$1,207
\$1,000,000 = \$6,019		\$139,000	- \$853	\$159,000	- \$973	\$179,000	- \$1,093	\$199,000	- \$1,213
		\$140,000	- \$859	\$160,000	- \$979	\$180,000	- \$1,099	\$200,000	- \$1,219



TOWN OF CLAY

DEPARTMENT OF
PLANNING & DEVELOPMENT

MARK V. TERRITO,
COMMISSIONER

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 (e.g., storage units, sheds, etc.) for one- or two-family dwellings or townhouses in residential districts that are 100 square feet or less in area and less than 12 feet in height do not need a building permit or certificate of occupancy from the Town of Clay. However, these accessory buildings shall comply with the following minimum standards:

- a. Only one per lot without a permit.
 - b. Minimum setback of three feet (3') from any property line, six feet (6') from any other building per N.Y.S. Building Code.
 - 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 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 meeting the N.Y. State building codes along with a list of materials being used. Stamped and architectural plans must be submitted for construction plans exceeding construction cost over \$10,000. Proof of construction cost may need to be verified for the code officer.
 5. Contractors must submit a **Certificate of Liability** and **Certificate of Compensation and Disability Benefits** Insurance coverage.
 6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30 am to 4:30 pm. Permits will be accepted until **4:15 pm**. Applications are taken on a 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 the course of construction. Inspections require a 48 hour (business day) notice.

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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.



MARK V. TERRITO
COMMISSIONER

PROJECT _____
 SUBJECT TYPICAL WALL SECTION
 CALC. BY _____ DATE _____ SHEET _____ OF _____
 CHECKED BY _____ DATE _____ PROJECT NO. _____

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

