

TOWN OF CLAY
PLANNING & DEVELOPMENT
4401 State Route 31
Clay, New York 13041-8707
(315) 652-3800
(315) 622-7259(fax)

**BUILDING PERMIT PROCEDURES FOR NEW COMMERCIAL BUILDINGS &
ADDITIONS**

**Please call for a review appointment prior to submittal of the permit.
There will be an additional charge of 25% of permit fee for incomplete plans.
Mandatory Code Compliance Review to be on Cover Sheet of Plans.**

Fire Flow Form and data sheets must be submitted with permit applications.

A DIGITAL COPY IS ALSO REQUIRED FOR THE SUBMITTAL OF PLANS IN TIFF FORMAT. REVISIONS TO PLANS MUST ALSO BE MADE IN DIGITAL.

Site plan approval must be obtained prior to permit submittal.

1. PERMIT APPLICATION. Please include 3 sets of stamped architect plans.

All Plans must INCLUDE AND meet the following:

____ Building Code of N.Y.S.2007

____ Fire Code of N.Y.S. 2007

____ Plumbing Mechanical and Fuel Gas Code 2007

____ Energy Code 2007 -Energy Analysis Prescriptive System or Energy Cost Approach/A systems balance sheet will be required at C/O time.

____ NFPA 70-2002

____ National Electric Code 2007

____ Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 1264

____ Accessibility-Chapter 11-IBC and ICC/Ansi A-117-1. (Elevations for bathrooms required)

2. ____ TWO spec book /project manuals when applicable.

3. ____ Statement of Special Inspections meeting Chapter 17 of the Building Code of N.Y.S. to be listed on a separate document and what agency will be used for these inspections.

4. ____ **FIRE FLOW DATA PER SECTION 508 FIRE CODE N.Y.S. REQUIREMENTS TO MEET APPENDIX B OF THE I.F.C. A COMPLETED DATA SHEET MUST BE SUBMITTED.**

5. _____ Sample drawing of truss identification signs for buildings that are applicable to require them. Must meet subchapter c of Chapter xxx111 of Title 19 of the Official Compilation of Codes, Rules, and regulations of the state of New York, Part 1264.
6. _____ For storage areas-please show commodities being stored –how they are packaged and any racking involved with project. (May require in rack sprinklers)
7. _____ Travel Distances must be shown.
8. _____ Show location of fire extinguishers.
9. _____ Fire Stopping Components must be listed and compatible.
10. _____ Fire Protections Plans/Alarm System/Sprinkler System with Calculations (4 inch Stortz Connection.) must meet Sections 503 and 504 of the Fire Code for access.
11. _____ Key Lock Box required/Fire Extinguishers with locations.
12. _____ Driveway Permit
13. _____ Contractor Certificate of Liability, N.Y.S. Workman’s Compensation and Disability insurance.
14. _____ Fee (See Permit Application)
14. _____ Onondaga County Plumbing Permit will be required before the release of a building permit (315) 435-6614.
15. _____ Electrical Inspections Agencies (Choose One). Commonwealth, Larry Kinne 633-0027. The Inspector, Tim Willsey (1-800-487-0535), or 247-9162
Middle Department, Richard Zyjewski 635-2373.

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: Minimum of 10-15 business days. Please call for a review appointment prior to submittal of the permit.

02/24/2009

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TOWN OF CLAY

**DEPARTMENT OF
PLANNING & DEVELOPMENT**

**MARK TERRITO,
COMMISSIONER**

Commercial Code Compliance Review Sheet

Code compliance review sheets must include the following:

- ❑ List of all applicable codes
- ❑ Classification(s) of work (new building, addition, alteration, change of occupancy)
- ❑ Occupancy classifications: Designate the buildings use and occupancy. If the building has multiple uses, indicate if they are separated or non-separated uses.
- ❑ List any incidental and accessory use areas and their respective fire barrier requirements.
- ❑ List any special detailed requirements based on use and occupancy. (Chapter 4)
- ❑ Provide building height and area calculations.
- ❑ Provide the type of construction & fire resistive ratings of building elements. (Tables 601 & 602)
- ❑ Provide an interior finish schedule. (Chapter 8)
- ❑ List all fire protection systems required for the proposed use and occupancy.
- ❑ Provide building egress and occupant load calculations for each room or area. (occupant load(s), common path of egress travel distance, exit access travel distance, number of exits provided & required, exit door & stairway widths & ect.)
- ❑ Provide a schedule showing the required number of fixtures and provided fixtures.