COMMERCIAL

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

NEW COMMERCIAL BUILDINGS, COMMERCIAL ADDITIONS, COMMERCIAL ALTERATIONS, RESIDENTIAL APARTMENTS (BUILDINGS, ADDITIONS & ALTERATIONS)

PERMIT PROCEDURES

****THERE WILL BE A 25% ADDITIONAL FEE CHARGE FOR INCOMPLETE PLANS****

1.) 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 in house review.

To make this transition go as smoothly as possible we ask that you call for an appointment prior to submitting permit.

2.) PERMIT APPLICATION with fee.

Sprinkler and alarm plans that are not submitted at the time of permit application will then require a separate permit/fee.

3.) 2 FULL Sets of **COMPLETE** stamped architect plans along with one digital copy, or one 11X17 copy set, and one spec book or project manual when applicable.

Plan submittals must meet the APPLICABLE CODES:

2015 International Building Code
2015 International Residential Code
2015 International Existing Building Code
2015 International Fire Code
2015 International Plumbing Code
2015 International Mechanical Code
2015 International Fuel Gas Code
2015 International Property Maintenance Code
2016 NYS Uniform Code Supplement
2015 International Energy Conservation Code
2016 NYS Energy Code Supplement
2013 ASHRAE 90.1
2009 Ansi Standards
NFPA 70 2014 National Electrical Code

4. **Code compliance review sheets must include the following:**

- ❑ List all applicable codes to be shown on plans.
- ❑ 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. Storage areas must show height, racking, layout, commodities being stored and how they are packaged.
- ❑ Sprinkler systems, carbon monoxide detectors, smoke alarms, ansul systems, hood, duct, dampers, alarm systems.
- ❑ List any special detailed requirements based on use and occupancy.
- ❑ Provide building height and area calculations.
- ❑ Provide the type of construction & fire resistive ratings of building elements.
- ❑ Provide an interior finish schedule, finishes requiring fire proof materials.
- ❑ 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 & etc.)

- ❑ Provide a schedule showing the required number of fixtures and provided fixtures.

Elevation drawings for each and every accessible requirement, Exposed pipes in bathrooms configured to protect against contact, grab bars installed per code, signage, paper towel dispensers, soap dispensers, mirrors, hooks, door hardware, walkways, and parking lot signage.

5.) Mandatory Fire Flow & data sheets must be provided.

6.) Statement of Special Inspections required. To be listed on a separate document along with the agency providing these.

7.) Truss identification sign-please provide sample on drawings. (Title 19NYCRR part 1264&1265)

8.) Driveway permit required for all new curb cuts and modifications.

8.) Contractors Certificate of Liability, N.Y.S. Workman's Compensation and Disability insurance.

9.) Onondaga County Plumbing permits. 315-435-6614.

10.) Electrical Inspections Agencies: choose one: CNY Electrical Larry Kinne 315-633-0027 The Inspector Tim Willsey 800-487-0535; 315-247-9162; Middle Dept. Inspection Agency 1-315-452-5304; Common Wealth Inspection Agency 1-800-801-0309/315-427-4864

10) Elevator Inspectors; NEIS 1-800-886-8316, CNY 425-0428, or American Loss Prevention Services 1-716-842-6117.

10/03/2016

TOWN OF CLAY

4401 Route 31, Clay, NY 13041
(315) 652-3800

COMMERCIAL BUILDING PERMIT APPLICATION

Department of Planning and Development

Approved_____
Date Authorized Official

App.Disapproved_____
Date Authorized Official

Sewer Permit No._____
Date

Electrical Permit No._____
Date

Board Decisions _____ Case # _____

Plans in box _____

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)

_____ New Building *_____SF **Construction Type** _____
_____ Addition * _____ SF **Occupancy-**
_____ Alteration * _____ SF **Classification** _____
_____ Accessory Structure _____ SF
_____ Antenna
_____ Sign
_____ Demolition
_____ Fuel tanks: _____ installed _____removed
_____ Other_____
_____ Fire Inspection - $50.00 FEE - INTERIOR
_____ Special Event – EXTERIOR with Administrative
Site Plan- $125.00

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

$1 - $1000..... **$100.00**

For each additional $1,000.00 or fraction thereof **$ 7.00**

Property Information

Address or Tract/Lot_____
_____Zip_____
Zoning District_____
Present Use & Occupancy_____

Owner Information - PLEASE PRINT

Property Owner_____
Owner's Address_____
Owner's Phone No.(H)_____(W)_____
Owner's Email_____
Owner's Signature:_____

Total Value: $_____

Permit Fee: $_____
(Cash or Check Only)

Project Description: _____

Approved Plan Reference: Company_____ Phone_____ Email_____

Architect or Engineer_____ Plan Title _____

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, Middle Dept. 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.

SPECIAL INSPECTION AGENCY _____

OFFICE USE: ( ) Applicant ( ) Assessor ( ) File 1/16

COMMERCIAL

Town Of Clay - Building Permit Fees

Partial Schedule

		$1.00-$1,000	-	$100	$21,000	-	$240	$41,000	-	$380	$61,000	-	$520	$81,000	-	$660
		$2,000	-	$107	$22,000	-	$247	$42,000	-	$387	$62,000	-	$527	$82,000	-	$667
		$3,000	-	$114	$23,000	-	$254	$43,000	-	$394	$63,000	-	$534	$83,000	-	$674
		$4,000	-	$121	$24,000	-	$261	$44,000	-	$401	$64,000	-	$541	$84,000	-	$681
		$5,000	-	$128	$25,000	-	$268	$45,000	-	$408	$65,000	-	$548	$85,000	-	$688
		$6,000	-	$135	$26,000	-	$275	$46,000	-	$415	$66,000	-	$555	$86,000	-	$695
		$7,000	-	$142	$27,000	-	$282	$47,000	-	$422	$67,000	-	$562	$87,000	-	$702
		$8,000	-	$149	$28,000	-	$289	$48,000	-	$429	$68,000	-	$569	$88,000	-	$709
		$9,000	-	$156	$29,000	-	$296	$49,000	-	$436	$69,000	-	$576	$89,000	-	$716
$1.00-$1,000.00-$100		$10,000	-	$163	$30,000	-	$303	$50,000	-	$443	$70,000	-	$583	$90,000	-	$723
For each additional		$11,000	-	$170	$31,000	-	$310	$51,000	-	$450	$71,000	-	$590	$91,000	-	$730
$1,000 or fraction		$12,000	-	$177	$32,000	-	$317	$52,000	-	$457	$72,000	-	$597	$92,000	-	$737
thereof - ADD $7		$13,000	-	$184	$33,000	-	$324	$53,000	-	$464	$73,000	-	$604	$93,000	-	$744
		$14,000	-	$191	$34,000	-	$331	$54,000	-	$471	$74,000	-	$611	$94,000	-	$751
		$15,000	-	$198	$35,000	-	$338	$55,000	-	$478	$75,000	-	$618	$95,000	-	$758
$225,000 =	$1,668	$16,000	-	$205	$36,000	-	$345	$56,000	-	$485	$76,000	-	$625	$96,000	-	$765
		$17,000	-	$212	$37,000	-	$352	$57,000	-	$492	$77,000	-	$632	$97,000	-	$772
$250,000 =	$1,843	$18,000	-	$219	$38,000	-	$359	$58,000	-	$499	$78,000	-	$639	$98,000	-	$779
		$19,000	-	$226	$39,000	-	$366	$59,000	-	$506	$79,000	-	$646	$99,000	-	$786
$275,000 =	$2,018	$20,000	-	$233	$40,000	-	$373	$60,000	-	$513	$80,000	-	$653	$100,000	-	$793
$300,000 =	$2,193	$101,000	-	$800	$121,000	-	$940	$141,000	-	$1,080	$161,000	-	$1,220	$181,000	-	$1,360
		$102,000	-	$807	$122,000	-	$947	$142,000	-	$1,087	$162,000	-	$1,227	$182,000	-	$1,367
$325,000 =	$2,368	$103,000	-	$814	$123,000	-	$954	$143,000	-	$1,094	$163,000	-	$1,234	$183,000	-	$1,374
		$104,000	-	$821	$124,000	-	$961	$144,000	-	$1,101	$164,000	-	$1,241	$184,000	-	$1,381
$350,000 =	$2,543	$105,000	-	$828	$125,000	-	$968	$145,000	-	$1,108	$165,000	-	$1,248	$185,000	-	$1,388
		$106,000	-	$835	$126,000	-	$975	$146,000	-	$1,115	$166,000	-	$1,255	$186,000	-	$1,395
$375,000 =	$2,718	$107,000	-	$842	$127,000	-	$982	$147,000	-	$1,122	$167,000	-	$1,262	$187,000	-	$1,402
		$108,000	-	$849	$128,000	-	$989	$148,000	-	$1,129	$168,000	-	$1,269	$188,000	-	$1,409
$400,000 =	$2,893	$109,000	-	$856	$129,000	-	$996	$149,000	-	$1,136	$169,000	-	$1,276	$189,000	-	$1,416
		$110,000	-	$863	$130,000	-	$1,003	$150,000	-	$1,143	$170,000	-	$1,283	$190,000	-	$1,423
$425,000 =	$3,068	$111,000	-	$870	$131,000	-	$1,010	$151,000	-	$1,150	$171,000	-	$1,290	$191,000	-	$1,430
		$112,000	-	$877	$132,000	-	$1,017	$152,000	-	$1,157	$172,000	-	$1,297	$192,000	-	$1,437
$450,000 =	$3,243	$113,000	-	$884	$133,000	-	$1,024	$153,000	-	$1,164	$173,000	-	$1,304	$193,000	-	$1,444
		$114,000	-	$891	$134,000	-	$1,031	$154,000	-	$1,171	$174,000	-	$1,311	$194,000	-	$1,451
$475,000 =	$3,418	$115,000	-	$898	$135,000	-	$1,038	$155,000	-	$1,178	$175,000	-	$1,318	$195,000	-	$1,458
		$116,000	-	$905	$136,000	-	$1,045	$156,000	-	$1,185	$176,000	-	$1,325	$196,000	-	$1,465
$500,000 =	$3,593	$117,000	-	$912	$137,000	-	$1,052	$157,000	-	$1,192	$177,000	-	$1,332	$197,000	-	$1,472
		$118,000	-	$919	$138,000	-	$1,059	$158,000	-	$1,199	$178,000	-	$1,339	$198,000	-	$1,479
$1,000,000=		$119,000	-	$926	$139,000	-	$1,066	$159,000	-	$1,206	$179,000	-	$1,346	$199,000	-	$1,486
	$7,093	$120,000	-	$933	$140,000	-	$1,073	$160,000	-	$1,213	$180,000	-	$1,353	$200,000	-	$1,493
$2,000,000 =																
	$14,093															

TOWN OF CLAY
FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Based on the 2015 Edition of the International Fire Code

One of the basic essentials needed to control and extinguish a structure fire is an adequate water supply. Designing the water supply for new buildings is an important part of the initial planning for new development projects whether the new building is a 1500 square foot house or a 200,000 square foot retail store.

The International Fire Code for New York State requires that an approved water supply capable of supplying the required fire flow for fire protection to be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. There are three exceptions to this requirement if the area of development lacks fixed fire protection water supplies.

The Town of Clay has approved the Appendix B of the 2015 edition of the International Fire Code as the method for determining the required fire flow. These standards are based on fire flow calculations originally developed by the Insurance Services Office (ISO). The Fire Code standard is a modified version of the ISO calculation method and it utilizes a table of fire flows to simplify the calculation procedure. This guide is intended for developers of new projects to help explain how to calculate the required fire flows for new buildings and for additions to existing buildings.

Included at the end of this guide are the text and a table from Appendix B of the International Fire Code, 2015 Edition. Also included is a copy of the **New Development Fire Flow Form**. This form must be completed for new developments and submitted with the site plan or preliminary subdivision application. To complete the form:

1. The developer must fill out Part 1.
2. The developer then has his design professional fill out Part 2.

Note: Substitute the following: Commissioner of Planning & Development in place of the Fire Chief where it appears in Appendix B of the International Fire Code.

DETERMINING REQUIRED FIRE FLOW FOR NEW DEVELOPMENTS

Follow these steps to determine required flows:

1. Determine the use of the buildings -- all buildings will be either:

- One- and two-family dwellings
- Buildings other than one and two-family dwellings.

A. For buildings that are one and two-family dwellings:

- For all dwellings with a **fire area** up to 3,600 square feet, the required fire flow is 1,000 gallons per minute.
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under he column heading Type VB). Find the number in the column
- □For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under he column heading Type VB). Find the number in the column corresponding to the fire area. The fire flow is the number under the Fire Flow heading corresponding to the fire area. For example: a 4,500 square foot home would have a required fire flow of 1,750 gallons per minute.

B. For buildings other than one or two family dwellings:

1. Determine the **fire area** and **type of construction** for each building. If you don't know the construction type, consult your architect.
2. Use Table B105.1 (2) to determine the fire flow. Some examples:

- A 25,000 square foot Type V-B building has a fire flow requirement of 4,250-gallons/ minute.
- A 10,000 square foot Type IIIB building has a fire flow requirement of 2,250 gallons/minute.
- A 100,000 square foot Type IIB building has a fire flow requirement of 6,750 gallons/minute.

3. ***The required fire flow for a building can be reduced by two methods:***

A. Installing an approved fire sprinkler system:

- For one- and two-family dwellings, the required fire flow is reduced by 50% in sprinkled buildings.
- For buildings other than one- and two-family dwellings, the fire flow can be reduced up to 75%, ***but the resulting fire flow cannot be reduced below 1,500 gallons per minute.*** For example: a 50,000 square foot Type IIIB building has a fire flow of 4,750 gallons per minute. If equipped with a fire sprinkler system, the fire flow can be reduced by up to 75% to 1,188 gallons per minute. But, the minimum fire flow in this case is 1,500 GPM because this is the minimum allowed by the code.

B. Dividing the building into separate **fire areas,** by the installation of firewalls without openings, constructed in accordance with the New York State Building Code.

- The fire flow for each **fire area** within the building is then calculated according to Table B105.1(2) For example, if a 50,000 square foot Type IIIB building is separated into two 25,000 square foot **fire areas** by a firewall, the fire flow for each area is 3,250 gallons per minute. Without the firewall, the 50,000 square foot **fire area** has a fire flow of 4,750 gallons per minute.

TOWN OF CLAY'S APPROVED METHOD OF DETERMINING FIRE FLOW
International Fire Code Appendix B

Fire Flow: The flow rate of water supply, measured at 20-psi residual pressure that is available for fire fighting.

Fire Wall: A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side without collapse of the wall.

Fire Area: The portion of the building being accounted for when applying table B105.1(2). This definition allows a fire area, for the purpose of defining fire flow, to be divided only by a firewall with no openings. Fire barriers and partitions could not be used to create separate fire areas.

Fire Flow Reduction: A 75% reduction in the fire flow is allowed were the building is equipped throughout with an approved automatic sprinkler system in accordance with chapter 9 of the FCNYS. The resulting fire flow shall not be less than 1500 gpm.

TABLE B105.1(2)
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS

FIRE AREA (square feet)					FIRE FLOW (gallons per minute) [c]	FLOW DURATION (hours)
Type IA and IB [b]	Type IIA and IIIA [b]	Type IV and V-A [b]	Type IIB and IIIB [b]	Type V-B [b]		
0-22,700	0-12,700	0-8,200	0-5,900	0-3,600	1,500	2
22,701-30,200	12,701-17,000	8,201-10,900	5,901-7,900	3,601-4,800	1,750	
30,201-38,700	17,001-21,800	10,901-12,900	7,901-9,800	4,801-6,200	2,000	
38,701-48,300	21,801-24,200	12,901-17,400	9,801-12,600	6,201-7,700	2,250	
48,301-59,000	24,201-33,200	17,401-21,300	12,601-15,400	7,701-9,400	2,500	
59,001-70,900	33,201-39,700	21,301-25,500	15,401-18,400	9,401-11,300	2,750	
70,901-83,700	39,701-47,100	25,501-30,100	18,401-21,800	11,301-13,400	3,000	3
83,701-97,700	47,101-54,900	30,101-35,200	21,801-25,900	13,401-15,600	3,250	
97,701-112,700	54,901-63,400	35,201-40,600	25,901-29,300	15,601-18,000	3,500	
112,701-128,700	63,401-72,400	40,601-46,400	29,301-33,500	18,001-20,600	3,750	
128,701-145,900	72,401-82,100	46,401-52,500	33,501-37,900	20,601-23,300	4,000	4
145,901-164,200	82,101-92,400	52,501-59,100	37,901-42,700	23,301-26,300	4,250	
164,201-183,400	92,401-103,100	59,101-66,000	42,701-47,700	26,301-29,300	4,500	
183,401-203,700	103,101-114,600	66,001-73,300	47,701-53,000	29,301-32,600	4,750	
203,701-225,200	114,601-126,700	73,301-81,100	53,001-58,600	32,601-36,000	5,000	
225,201-247,700	126,701-139,400	81,101-89,200	58,601-65,400	36,001-39,600	5,250	
247,701-271,200	139,401-152,600	89,201-97,700	65,401-70,600	39,601-43,400	5,500	
271,201-295,900	152,601-166,500	97,701-106,500	70,601-77,000	43,401-47,400	5,750	
295, 901 -Greater	166,501-Greater	106,501-115,800	77,001-83,700	47,401-51,500	6,000	
—	—	115,801-125,500	83,701-90,600	51,501-55,700	6,250	
—	—	125,501-135,500	90,601-97,900	55,701-60,200	6,500	
		135,501-145,800	97,901-106,800	60,201-64,800	6,750	
		145,801-156,700	106,801-113,200	64,801-69,600	7,000	
—	—	156,701-167,900	113,201-121,300	69,601-74,600	7,250	
—	—	167,901-179,400	121,301-129,600	74,601-79,800	7,500	
		179,401-191,400	129,601-138,300	79,801-85,100	7,750	
—	—	19 1,401 -Greater	138,301-Greater	85, 101 -Greater	8,000	

For SI: 1 square foot = 0.0929 m^2, 1 gallon per minute = 3.785 L/m, 1 pound per square inch = 6.895 kPa.

b. Types of construction are based on the *International Building Code.*

c. Measured at 20 psi.

10/16

NEW DEVELOPMENT FIRE-FLOW FORM

PROJECT INFORMATION
(To Be Completed By Applicant)

PART 1

Property Owner_____

Property Address_____

Nearest Cross Street_____

Distance to Nearest Cross Street_____

Applicant_____ Telephone ( )_____

Address_____

City_____ State_____ Zip Code_____

Occupancy (Use of Building)_____ Sprinkler System: Yes ☐ No ☐

Type of Construction_____

Square Footage_____ Number of Stories:_____

List the minimum fire flow required for this project
(Table B105.1 (2) _____

_____ _____
Applicant's Signature Date

Part 2 (To Be Completed By Design Professional)

1. Circle the name of the water supplier: Town of Clay OCWA
2. List the approximate location, type and size of supply lines for this project, or attach a map with the same information:
3. List the g.p.m. at 20 p.s.i. residual pressure at the point that the development/project will be connected to the existing water system: _____.
   Note: This is the available fire flow and must be equal to or greater than the required fire flow.
4. Attach fire flow test data for the fire hydrants nearest to the development/project that must be used to determine available fire flow.
5. If new lines are needed (or if existing lines must be looped) to supply the required fire flows, or if more information is needed to state the available minimum gpm @ 20 psi residual pressure, please list what the applicant/developer must do or obtain:_____

Print Name of Design Professional _____

_____ _____
Signature of Design Professional Date