

BUILDING PERMIT INSTRUCTIONS – TOWN OF DANBY

DO I NEED A PERMIT?

Per Town Law #1 of 2007, building permits are required for any work that must “conform to the Uniform Code and or the Energy Code, including but not limited to: the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit.” We also require permits for solar or wind electricity-generating installations.

The most common exceptions to the permit requirement include:

- One-story detached structures associated with a one- or two-family dwelling or multiple single-family dwellings which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area doesn’t exceed 144 square feet;
- Swings or playground equipment;
- Above-ground swimming pools less than 24” deep;
- Fences not part of a swimming pool enclosure;
- Repairs that do not affect structural elements or means of egress;

(A complete list of exceptions is in the town law referenced above, and is available on the town website: www.town.danby.ny.us .)

HOW LONG DOES IT TAKE TO GET A PERMIT?

Generally, if the permit application package is **complete** and if no special zoning review is required, we can issue the permit within two or three days, depending on the current workload of our office. However, complicated projects involving extensive plan review may take longer.

WHAT DO I NEED IN ORDER TO GET A PERMIT?

- Completed Application for Building Permit
- Site Plan
- Notice of Ground Disturbance Worksheet
- **Construction Plans** depicting work to be performed
- **Septic Permit** from Tompkins County Health Department (The addition of any bedrooms to the total number being served by the septic system requires permission from the county health department.)
- NYS Energy Compliance Statement (Res Check or similar)
- Workers’ Compensation Insurance or Exemption
- **Agricultural Activity Notice**, signed by the **property owner** (not necessarily the applicant)
- **Permit Fee** (as determined by our office) made payable to Town of Danby
- **Asbestos survey** (for demolition projects)

In addition, **prior** to commencement of work, a satisfactory address sign is required. The sign must be visible from the road in both directions and the numbers must be at least 4” high and contrast with the background color of the sign. Reflective signs are ideal and can be purchased from the Danby Fire Department for \$12 (order forms available in our office.) These signs make it much easier for our local first responders to find the house in an emergency.

SITE PLAN

This is a survey map or plot plan layout showing locations of proposed new buildings and specifying distances from property lines. Plan does not need to be to scale, but all the relevant distances need to be marked. A north arrow should be shown indicating compass direction.

NOTICE OF GROUND DISTURBANCE WORKSHEET

This is a short, two-page form that we use to determine the amount of ground/topsoil that will be disturbed during the construction process and what sort of erosion prevention measures are necessary.

CONSTRUCTION PLANS

These are the drawn plans and written specifications detailing the scope of work, materials, methods of construction, structural details, etc. These must be stamped by a licensed architect or engineer, with the following exceptions:

- Construction of a single- or two-family dwelling of 1500 square feet or less, excluding garages, unfinished basements or attics, porches, decks, or cellars, OR
- Alterations to any building or structure wherein the project cost is less than \$20,000 **and** which do not involve changes affecting the structural integrity or public safety thereof.

Typical sets of plans may include:

- Foundation plans, showing: dimensions of footers, walls and slabs; method and materials of reinforcement; depth below grade; foundation drainage anchoring details; vapor barriers.
- Framing plans, showing: dimensions and spacing of joists, studs, rafters, beams, girders, posts, etc.; sheathing thickness and types; fastening schedules; header dimensions; other details as necessary;
- Insulation details for walls, ceilings, floors, etc.;
- Heating appliance locations and specifications;
- Plumbing fixture locations and specifications;
- Stair details, showing tread and riser dimensions, handrail details, under-stair protection, etc.;
- Floor plans, showing: room layout and dimensions; intended usage of rooms; window schedule including clear opening dimensions and glass area; smoke detector and CO detector layout; details of fire separations as needed;
- Elevations depicting all sides of the building.

SEPTIC PERMIT

The Environmental Health Division of Tompkins County is responsible for regulating and approving septic systems and water systems. In the case of a new building, the septic installer will normally be

the one in charge of getting the needed permit. When adding bedrooms on to an existing building, approval from the EHD is required to show that the existing system can handle the new load.

ENERGY COMPLIANCE STATEMENT

The Energy Conservation Code requires proof of compliance with its provisions for residential and commercial buildings. The most common way to satisfy this requirement is by using the online ResCheck or ComCheck programs [<http://www.energycodes.gov/compliance/tools>].

WORKERS' COMPENSATION

The State requires that no permits be issued without either proof of coverage or exemption from the requirement. In the case of a homeowner doing all the work themselves, the BP-1 form, notarized, will suffice. Otherwise a certificate from the Workers' Compensation Board is needed.

AGRICULTURAL ACTIVITY NOTICE

The property owner, in the case of new construction, is required to be informed of the fact that the right to engage in agricultural activity is explicitly recognized in Danby and residents should be aware of the potential for impacts such as dust, odor, smoke, noise and/or vibration.

Additional documentation may include specifications from the architect regarding standard or specific construction methods and materials. The use of manufactured trusses requires that the stamped certificate from the truss engineer be provided to our office when available (usually during construction.) In general, the more detail you provide, the better.

So I have my permit – now what?

PROGRESS INSPECTIONS

These are your responsibility to arrange. Call or email us and we'll come out to the job, usually within a day or two.

Any work that must be inspected must be done so before it's covered up. If, for example, you install the drywall before the insulation has been inspected, that drywall will have to be removed.

Required inspections normally include foundation forms and footer drains, framing, plumbing, insulation and air sealing, but there are others and exceptions; if you're not sure, call.

Electrical inspections (rough and final) are done by third-party electrical inspectors and you'll have to arrange and pay for these separately. The certificate for the final electrical inspection must be provided to our office before we issue a Certificate of Occupancy.

FINAL INSPECTION

Don't forget about this! We can't issue a Certificate of Occupancy without performing a final inspection first. If you end up needing a C of O later, after the permit is expired, you'll need a new permit first.

And, speaking of expired permits:

EXPIRATION DATE

Your permit expires after one year, although it may be renewed once for another year. Note that any work done without a valid permit is a violation of Local and State law so be sure to keep track of the date.

An expired permit is the same as no permit. If the job stalls out along the way and the permit expires, you'll need to apply for a new permit before resuming work.

DANBY CODE ENFORCEMENT OFFICE

607-277-0799

code@town.danby.ny.us