



## Town Of Danby Code Enforcement Office

1830 Danby Road  
Ithaca NY 14850

Phone: (607)277-0799  
Fax: (607)277-0559

Sue Beeners  
Russ Klinger

Zoning/Code/Fire Enforcement  
Code/Fire Enforcement



Hours: Wednesday, Thursday, Friday-10am to 5pm. (other times by appt. only)

### WHAT YOU NEED TO KNOW TO APPLY FOR A BUILDING PERMIT

#### **GENERAL INFORMATION**

- 1) **NO** work should be started prior to the issuance of a building permit from the Danby Code Office. Once a permit is issued, you may commence work.
- 2) The building permit must be prominently displayed on the job site.
- 3) A building permit is good for only ONE year and only covers the work as described in that permit. If a C of O is not issued for satisfactory completion, a renewal fee of ½ the current rate will be charged for each year until completion.
- 4) The property owner is responsible to know and follow the minimum required zoning setbacks, not the contractor.
- 5) **A Certificate of Occupancy is required by NYS law** for every project for which a building permit was issued. The C of O is granted AFTER a satisfactory final inspection by the Code Officer, and BEFORE occupancy is permitted.

#### **BUILDING PERMIT APPLICATION CHECKLIST**

Please check that each of the following is **included** as part of your application package.  
*Incomplete packages will not be accepted.*

- 1) Completed Application Form (please fill in or check off all applicable information)
- 2) Proof of Land Ownership (if newly acquired, supply copy of deed or tax bill)
- 3) Insurance Certificates: NYS Worker's Compensation, General Liability, Disability (exempt if the building is owner occupied and you are doing the work yourself)
- 4) Drawings and plans stamped by a licensed design professional unless exempted. (**See plan details page** .)
- 5) NYS Energy Compliance Statement (i.e. Res Check or other documentation)
- 6) Survey Map or Plot Plan Layout showing proposed location of new buildings. (**See project information** .)
- 7) Septic Permit from Tompkins County Health Dept. The creation of ANY additional bedrooms requires permission from the Health Dept. prior to issuance of a building permit.
- 8) Building Permit Fee will be calculated by the Code Officer, (make check out to the Town of Danby)
- 9) Completed application packets may be submitted to the Town of Danby Code Office at 1830 Danby Road, Wednesday thru Friday 10:00 – 5:00 or other times by appointment. Please allow at least 2 weeks for review of plans; we may need to request more information before issuance of a Building Permit.

## ***INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR A BUILDING PERMIT***

The building permit process involves the review of the New York State Uniform Fire Prevention and Building Code. It may also involve the review of approval conditions granted by the Zoning Board of Appeals and Planning Board, i.e. variances, special approvals, site plans, etc. All the required information is necessary to adequately determine compliance with these regulations.

*Incomplete applications will not be accepted and will not be filled out by the Code Officer*

### **APPLICATION FORM**

- Provide the street address of the property where the project is located.
- The tax parcel number is located on your tax bill or can be found by calling Tompkins County Assessment at 607-274-5517.
- The zoning class can be obtained from the Code Office.
- Provide the property owner's name and *mailing* address. Also include a *daytime* phone number and cell phone number for the owner. These must be completed for all applications, including those filled out by the builder.
- Provide the builder's company name, mailing address, and office phone and fax numbers. Also provide the name and phone numbers of a project manager or person to be used as the primary contact for the builder.
- Provide a brief description of the proposed project (i.e.: New single family Modular Ranch over basement with 2 car attached garage)

### **Project Information**

- Provide the number of stories of the *proposed* building. The building height is measured from the lowest exterior grade to the highest point. Provide the number of bedrooms and dwelling units to be in the *proposed* building, the type of heat/fuel, and whether the building will be owner occupied or not.
- Gross square feet of floor area must be completed for all projects, including alterations and renovations. The floor area is based on the exterior square footage of the building or area, not the habitable space.
- Fill in Estimated project value or cost. The building permit fee will be calculated by the Code Office.
- A Plot Plan, showing all specified information, must be completed. A copy of a current survey map with the proposed changes is preferred. It should include:
  - a) The dimensions of the parcel.
  - b) The distance of proposed structures; from the road right-of-way, both side lot lines, and rear of lot.
  - c) The dimensions and locations of any proposed structure or addition.
  - d) All existing structures.
  - e) Street name and number.
  - f) North arrow

Plans, Drawings and Specifications, Insurance Certificates, and Septic Permits must accompany each application

## PLANDETAILS,DRAWINGSANDSPECIFICATIONS

The following plans and specifications are *minimum* requirements and *must accompany* the application. All plans must be in compliance with the NYS Building Code. All information required to verify compliance with NYS Building code must be shown on the plans.

- **StampedPlans:** (NYS Education Law)

Plans prepared and stamped by a licensed architect or engineer are required for all work needing a building permit with the following exceptions:

- a). Single/Two Family dwellings of 1,500 gross square footage or less, not including garages, porches, cellars, or uninhabitable basements or attics.
- b). Alterations to any building or structure costing \$20,000 or less which do not involve changes affecting the structural integrity or public safety thereof.

In addition, the Code Enforcement Officer may ask for all or a portion of the plans be prepared and stamped by a design professional at any time.

### PlanDetails

This list is provided only as a guide; plans must show full compliance with the NYS Building Code.

- a) Floor plan -location of all rooms, including sizes of doors and windows.
  - b) Framing - sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts, joists, studs, rafters, headers, and beams; fastening schedules; and drilling and notching thresholds.
  - c) Stair details - tread and riser sizes, handrail and guard details for all interior and exterior stairs; stair illumination; and under stair protection.
  - d) Window schedule - include clear glass area, ventilation area, and clear opening dimensions for each window, and locations of safety glass.
  - e) Foundation - sizes and location of materials, including footers, anchoring, damp proofing, and depth below finished grade.
  - f) Smoke and carbon monoxide detectors - locations and details for all smoke and carbon monoxide detectors.
  - g) Fire separations - a rated or listed assembly must be specified for all required fire separations such as those between tenant spaces or between a garage and a house.
  - h) Plumbing schematics for private water and septic services.
  - i) Information on locations of all heat producing equipment, such as furnaces, hot water heaters, and wood stoves.
  - j) Proof of compliance with the New York State Energy Code.
- **PrefabricatedTrusses** - the manufacturer's truss design certificates stamped by a NYS Licensed Engineer's stamp must be submitted prior to the framing inspection.



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## **HOURS: Wednesday, Thursday, Friday, 10am to 5pm Other days by Appointment Only**

Work conducted pursuant to a building permit **MUST** be visually inspected by the Code Enforcement Office and **MUST** conform to the New York State Uniform Fire Prevention and Building Code.

**It is the responsibility of the Permit Holder to notify the Code Office at the following stages of progress and allow at least 2 days notice for inspections. Random inspections may be made at any time by the Code Officer.**

**Do not proceed beyond each stage until approved by the Code Enforcement Officer.** This will eliminate the need for work to be removed at the owner's expense to conduct the inspection.

- |   |   |
|---|---|
| 1. All concrete work prior to pour                      | 2. Foundations and drains before backfill                       |
| 3. Framing before enclosing                             | 4. Electrical rough-in before enclosing (3 <sup>rd</sup> party) |
| 5. Plumbing rough-in before enclosing                   | 6. HVAC before enclosing  |
| 7. Insulation before enclosing                          | 8. Sewage system completion certificate                         |
| 9. Electrical final certificate (3 <sup>rd</sup> party) | 10. Final Inspection & Certificate of Occupancy                 |

**Before a Certificate of Occupancy will be issued** , address numbers conforming to state code are required. Numbers must be at least 4" in size on a contrasting background and must be visible from the road in both directions of travel.

### **3<sup>rd</sup> Party Electrical Inspectors**

Commonwealth Electrical Inspection Service, Inc.  
Inspector: Joe Pellegrino – Cell Phone: 351-2334

Atlantic Inland, Inc.  
Inspector: Ken (Butch) Manzari – Phone: (315) 497-0672