

**VILLAGE OF MARCELLUS**  
**CODE ENFORCEMENT OFFICE**

6 Slocombe Avenue | Marcellus, NY 13108

Phone: (315) 673-3112

codes@villageofmarcellus.com

**BUILDING PERMIT**  
**APPLICATION PROCEDURE**

- A) Complete all applicable sections of the Building Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:  
(Some may not be applicable to your project)
- Copy of your survey indicating the project location with dimensions and setbacks
  - Building Plans (New York State law requires (with few exceptions) that all plans and drawings relating to the construction or alteration of buildings or structures bear the original seal and signature of a NYS registered architect or licensed engineer.)
  - Energy code details and/or certification
  - Roof truss and engineered lumber design sheets or certificates
  - Electrical inspection application from one of the following approved agencies:
    - o CNY Electrical Inspection Service, Larry Kinne, (315) 633-0027
    - o Common Wealth Electrical Inspection, Brian Fenner, (315) 440-4070
    - o The Inspector, Tim Willsey, 1-800-487-0535
  - Plumbing permit from Onondaga County Plumbing, (315) 435-6614
  - Contractor Insurance Certificates with Village of Marcellus as certificate holder:
    - o General Contractor's Liability Insurance Certificate
    - o General Contractor's Workman's Compensation Insurance Certificate or exemption  
(Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
- D) Typical applications take 3-5 days to review.
- E) All applicable inspections listed on the Building Permit are mandatory. Please call at least one day ahead to schedule inspections.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.

**VILLAGE OF MARCELLUS**

6 Slocombe Avenue, Marcellus, NY 13108

(315) 673-3112 / Fax: (315) 673-3217

**BUILDING PERMIT APPLICATION**

All applicable sections of this application must be completed - incomplete applications will be returned.

**Project Address:** \_\_\_\_\_ Tax Map No. \_\_\_\_\_ - \_\_\_\_\_ Zoning: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Type: ( ) Residential ( ) Commercial ( ) Other: \_\_\_\_\_

Description of the proposed project and its proposed use: \_\_\_\_\_

Project will include (check all that apply): ( ) Electrical ( ) Plumbing ( ) Sprinkler System  
( ) Heating Appliance/ Fireplace ( ) Soil Disturbance ( ) New Driveway ( ) Fire Alarm System

Project Dimensions: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

Distance from lot lines: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side 1: \_\_\_\_\_ Side 2: \_\_\_\_\_

Lot Frontage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Estimated value of all work - materials and labor: \$ \_\_\_\_\_

For new residences and additions, (change in) the number of: Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Will the proposed construction cause the disturbance of one or more acre of soil? \_\_\_\_\_

Is the project in a flood hazard zone? \_\_\_\_\_ Is the project within 100' of any wetlands? \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Design Professional: \_\_\_\_\_ Lic. No: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Certification:** I hereby certify that this application is true and correct to the best of my knowledge. That all work performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Marcellus Code and all other applicable regulations. I also understand that the granting of a permit does not give authority to violate or cancel the provisions of any other laws or regulations.

**Inspections Required:** I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application and to ascertain compliance with any resulting permit.

**SIGNATURE OF OWNER OF PREMISES: X**

**DATE:**

**Official Use Only**

Application No.:	Date Completed:	Fee:
Date Approved:	Approved By:	FMV:
Date Denied:	Denied By:	Date Notified:
Reason Denied:		

## INSPECTION SCHEDULE FOR NEW CONSTRUCTION

All applicable inspections listed below are MANDATORY.

### 1) **FOOTINGS / POSTS:**

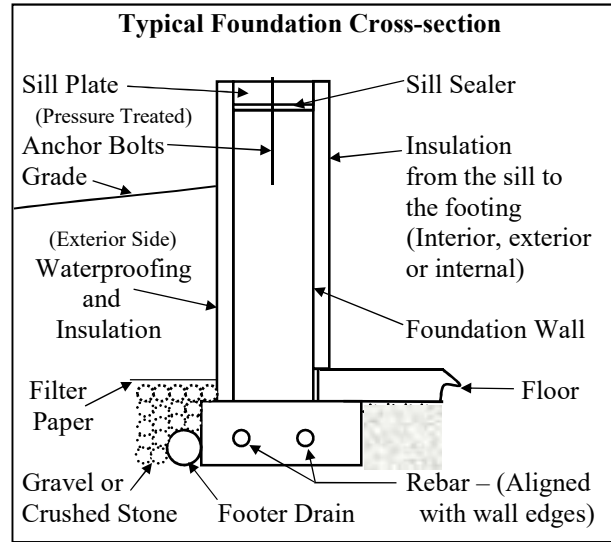
Are to be placed on undisturbed soil, a minimum of 42" deep, formed on both sides of the concrete with 2 by X lumber, sized in accordance with the NYS Uniform Code. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specifications, each bar to be aligned under edges of foundation wall. Rebar is to be located one-third up in the forms and is to be supported on chairs or wire-tied to the forms. Overlaps are to be a minimum of 24" and tied on both ends.

#### **CALL FOR INSPECTION BEFORE ORDERING CONCRETE OR FILLING POST HOLES!**

Perimeter drainage is to be installed as shown in the drawing to the right. If a sump pump is used; a similar drainage system is required on the inside.

If a walk-out basement is anticipated, the foundation in that area must be below the frostline and insulated.

**Copies of all concrete load tickets that certify the compressive strength of concrete must be submitted to the codes office.**



- 2) **FOUNDATION:** Foundation wall including anchor bolts (minimum 10" in length, 6' on center and minimum 12 inches from the end of any section of sill plate), waterproofing, drainage tile and exterior **BEFORE BACKFILLING.**
- 3) **FRAMING:** Vertical and horizontal members, sub-flooring and wall and roof sheathing. Interior members after electrical and plumbing rough-ins and **AFTER AIR SEALING** but **BEFORE INSULATING OR ENCLOSING.**
- 4) **MECHANICALS, CHIMNEYS & FIREPLACES:** To be inspected **BEFORE ENCLOSING.** Must be approved before insulation or gypsum is applied. All heating devices are to comply with Manufacturer's specs.
- 5) **ELECTRICAL:** Rough-in electrical inspection **PRIOR TO INSULATION OR DRYWALL.** The inspection approval from the AUTHORIZED ELECTRICAL INSPECTOR must be provided **BEFORE INSULATION IS STARTED.**
- 6) **PLUMBING:** Rough-in plumbing inspection is required **PRIOR TO INSULATION OR DRYWALL.** The inspection approval from the **ONONDAGA COUNTY PLUMBING CONTROL** must be provided before insulation is started.
- 7) **FIREBLOCKING:** Vertical and horizontal fireblocking **AFTER** mechanical, electrical and plumbing rough-ins.
- 8) **INSULATION:** Insulation must be inspected **PRIOR TO INSTALLING GYPSUM.** If insulation is blown in to attic or wall areas, venter certification is required. **INSULATION OF BASEMENT:** Joist cavities downward to the footer are to be insulated; inside or outside. Fire-rated material covering is required inside.
- 9) **FIRE SEPARATION:** Fire separations for attached garages are to be as follows:  
1/2" or 5/8" type X gypsum wallboard on **both sides** of the partition between the garage and the house. Complete coverage to the underside of the roof deck or of the entire garage ceiling is required. Fasteners are to be 12 inches on center along framing members and countersunk 1/32". Where a room exists above the garage, the ceiling and load bearing garage walls are to be covered with 5/8" type X gypsum wallboard and the fasteners on the ceiling are to be 6 inches on center.  
**WALLBOARD MUST BE INSPECTED BEFORE FASTENERS ARE CONCEALED.**
- 10) **FINAL BUILDING INSPECTION: Must be performed prior to occupancy or use.\***  
**FINAL ELECTRICAL & PLUMBING INSPECTIONS:** Should be scheduled prior to final building inspection.  
**CERTIFICATE OF OCCUPANCY:** Must be obtained **BEFORE OCCUPANCY OR USE TAKES PLACE.**  
**AS-BUILT SURVEY:** An as-built survey (structure location plotted on final survey by a N.Y.S. licensed surveyor) is required for all new homes and projects involving variances and may be required for other projects.

**\*\* CALL AT LEAST ONE DAY AHEAD TO SCHEDULE INSPECTIONS \*\***

(This is a general inspection schedule and may not include all of the required codes and inspections that pertain to your individual project.)

\*If the applicable certificate is not obtained prior to occupancy or use, legal action will be taken as outlined in the Village Code.

Failure to have a required inspection certified by the Code Official will negate the issuance of a certificate.

**FAILURE TO COMPLY WITH THIS INSPECTION SCHEDULE CAN RESULT IN THE ISSUANCE OF A STOP WORK ORDER AND/ OR FINES AND IMPRISONMENT AS PRESCRIBED BY LAW.**