

# VILLAGE OF SKANEATELES

26 Fennell St

Skaneateles, NY 13152

315-685-2118

Fax: 315-685-0730

Email: codes@villageofskaneateles.com

## INSTRUCTIONS TO APPLICANTS FOR BUILDING/ZONING PERMITS

1. Please prepare this application by completing all the necessary sections. Applications for interior projects may not require items below. Consult the Code Enforcement Officer if you need assistance completing this application.

**\*\*\*SIGN AND DATE THE APPLICATION ON PG. 2, NOTARIZE YOUR SIGNATURE IF YOU ARE NOT THE PROPERTY OWNER\*\*\***

**MUST be accompanied by the following items:**

Property survey, **that is to scale, no older than 2 years**, showing the locations of:

**\*SURVEYS MUST SHOW FRONT RIGHT-OF-WAY LINE\***

1. All existing buildings and structures on the property and their dimensions.
  2. All buildings and structures on adjacent lots, within 25' of the property lines.
  3. Parking areas, paved areas, driveways, patios and decks with dimensions.
  4. Special easements and right-of-way's if applicable.
  5. Site plan with table of required, existing and proposed setbacks and lot coverage.
  6. All property line dimensions: front, left and right sides and rear.
  7. All distances (setbacks) from existing building(s) on the property to the lot lines in #5.
  8. All distances (setbacks) from the proposed work to the property lines.
  9. All distances from the proposed work to existing buildings/structures on the property.
  10. Distance from the adjacent lot's structures (#2) to the nearest shared or common lot line.
2. Check payable to the: **Village of Skaneateles**; for a Building Permit fee, to be calculated from the job proposal for the total project (pg. #1). See or call the Code Enforcement Officer for permit fees.
  3. Complete and up to date set of "Builders Plans" or floor plans that show all exterior elevations (side views) of the proposed work. All projects with a cost over \$20,000 or over 1500 sf **MUST** have plans stamped by a NYS licensed architect or engineer.
  4. Commercial and Multiple Dwelling review form or Residential review form, whichever is applicable, that is available on the Village of Skaneateles website.
  5. All building projects that require a Certificate of Occupancy (additions, alterations to, or erection of habitable structures) a Certificate of Occupancy application **MUST** accompany a building/zoning permit application.
  6. All applications regarding pools, garages, additions and dwelling units **MUST** include Drainage and Grading plans. (to include: gutter discharge, existing and proposed topography, underground utilities and first floor elevations)
  7. All applications **MUST** include a current copy of the contractors or homeowners Liability Insurance and a current copy of Workers Compensation Insurance Certificate or Exemption Certificate. Homeowner Workers Compensation for #BP-1 or contractors Workers Compensation Form #CE-200 are available on the NYS Workers Compensation website (per Section 125 of the General Municipal Law).
  8. All applications must include a detailed copy of the job proposal or contract **SIGNED BY THE PROPERTY OWNER** for work to be performed including an accurate project cost.
  9. All applications regarding decks and patios shall have an as built survey furnished to the Code Enforcement Officer upon project completion.

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10. All applications regarding pools, garages, additions and dwelling units **MUST** first be “staked out” prior to a Planning Board hearing (if required) or before a Building Permit is issued. As built surveys for pools, garages, additions or dwelling units shall be furnished to the Code Enforcement Officer **prior** to a Building Permit being issued.
11. Foundation “as built survey” **MUST** be provided to the Code Enforcement Officer prior to decking and walls being erected. “As Built Survey” to include top of the foundation wall; first floor elevation’ and location of all outside corners.
12. **WORK SHALL NOT START UNTIL THE CODE ENFORCEMENT OFFICER HAS ISSUED A BUILDING PERMIT.**
13. All existing and proposed buildings must meet the minimum insulation standards of the Energy Conservation Code of NYS before converting to or extending the use of electric heat appliances. No building may use total electric heat where natural gas service is available.
14. All work is to be in compliance with NYS building, construction, safety and mechanical codes and all applicable codes and ordinances of the Village of Skaneateles.
15. The Code Enforcement Officer may require additional drawings, plans, documents or specifications that he/she deems appropriate per *Skaneateles Code 76-12D*.
16. The Code Enforcement Officer shall be notified at least **48 hours in advanced** of any work requiring site inspections.

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**APPLICATION CHECK LIST**

**\*\*\* SEE INSTRUCTIONS FOR DETAILS \*\*\***

- COMPLETED AND SIGNED BUILDING PERMIT APPLICATION
- APPLICATION SIGNATURE NOTARIZED IF YOU ARE NOT THE PROPERTY OWNER
- COMPLETED AND SIGNED VARIANCE APPLICATION (IF APPLICABLE)
- PROPERTY SURVEY (NOT A SITE PLAN)
- ASBESTOS/LEAD SURVEY REPORT
- DRAINAGE AND GRADING PLAN (IF APPLICABLE)
- CERTIFICATE OF OCCUPANCY APPLICATION (IF APPLICABLE)
- LIABILITY INSURANCE AND WORKERS COMPENSATION
- BUILDING PLANS OR FLOOR PLANS AND ELEVATIONS
- SITE PLAN
- COMMERCIAL OR RESIDENTIAL REVIEW FORM (IF APPLICABLE)
- RES CHECK OR COM CHECK
- COPY OF JOB PROPOSAL (DESCRIPTION) AND PROJECT COST
- CHECK PAYABLE TO THE VILLAGE OF SKANEATELES
- PROVIDE EVIDENCE OF PRIOR VARIANCES AND SITE PLAN APPROVALS

**\*\*\* ALL INCOMPLETE APPLICATIONS WILL BE RETURNED \*\*\***