

VILLAGE OF LIVERPOOL BUILDING DEPARTMENT
PERMIT APPLICATION

310 Sycamore Street, Liverpool, NY 13088
315-457-3441, Ext. 4 / Fax: 315-457-5119

All applicable sections of this application must be completed - incomplete applications will not be considered.

Type of permit requested: () Building () Zoning () Demolition () Excavation/Fill

Property Owner: _____ Date: _____

Project Address: _____ Day Time Phone: _____

Tax Map Number: _____ Zoned: _____ Subdivision Name: _____

For certification of proposed use and occupancy for construction, Village of Liverpool, County of Onondaga;
Undersigned petitions permission for (check all that apply):

- () New building () Deck / Porch () Swimming pool () Electrical () Fence () Change of use () Repair
() Addition () Heating equip. () Pole barn / Shed () Plumbing () Sign () Renovations ()

Description of the proposed project and its proposed use: _____

Type of use: () Residential () Commercial () Industrial () Other: _____

Construction type: () Wood () Steel () Masonry () Other: _____

Project dimensions: Width: _____ Length: _____ Height: _____ Sq. footage: _____

Set backs from lot lines: Front: _____ Rear: _____ Side 1: _____ Side 2: _____

Lot frontage: _____ Lot depth: _____ Estimated value of all work, materials and labor: \$ _____

Is the project (circle one): In a flood hazard zone? Yes No Within 100' of any wetlands? Yes No

Contractor: _____ Contact person: _____

Address: _____ Phone: _____

If the construction or alteration will have an effect on either structural or public safety or exceed \$20,000 in cost, all plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect. (NYS Education Law sections 7209 & 7303)

Architect: _____ RA _____ PE _____ Lic. No: _____

Address: _____ Phone: _____

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this completed application and know the same to be true and correct. All work done under this permit will meet the requirements of the New York State Uniform Fire Prevention and Building Code and all ordinances and regulations of the Village of Liverpool. I also understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

INSPECTIONS REQUIRED: I understand that I am responsible to ensure that the inspections **listed on the reverse side of this application** are performed as construction progresses and that in no case shall construction proceed beyond any required inspection until approved by the Code Enforcement Officer. I understand that failing to have a required inspection performed would constitute a violation punishable by a fine not to exceed \$1,000 per day and imprisonment not to exceed one year.

CONSENT TO ENTER PROPERTY: I recognize that by signing this application, I am giving consent to employees of the Village of Liverpool to enter the subject property for the purpose of obtaining information relevant to the processing of this application. I also understand that by acceptance of a Permit, I agree to allow representatives of the Village of Liverpool access to the properties covered by the Permit, at reasonable times, for the purpose of ascertaining compliance with the Permit.

SIGNATURE OF OWNER OF PREMISES:

DATE:

Official Use Only

Date Completed: _____ Application No.: _____ FMV: _____ Fee: _____

Date Approved: _____ Date Notified: _____ Approved By: _____

Date Denied: _____ Date Notified: _____ Denied By: _____

Reason Denied: _____

INSPECTION SCHEDULE FOR NEW CONSTRUCTION

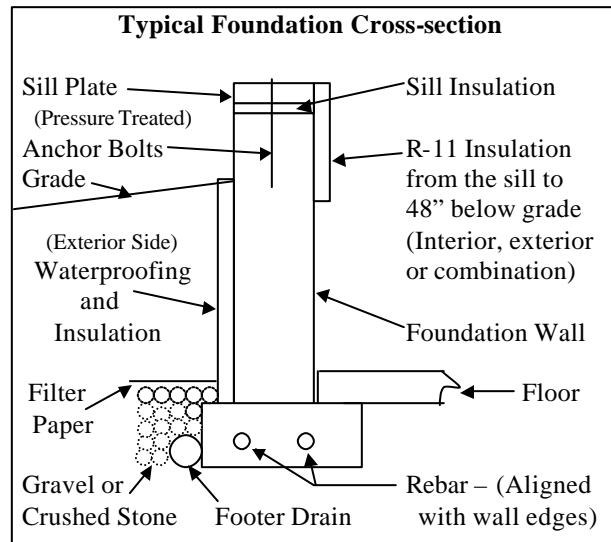
All applicable inspections listed below are MANDATORY.

1) **FOOTINGS / POSTS:**

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 Building Code. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specs, each bar to be aligned under edges of foundation. 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 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 there is a problem with water or mud there are alternatives, please call. 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 sill plate, anchor bolts (10" in length, 6' on center and 12 inches from the end of any section of sill plate), waterproofing, drainage tile and exterior insulation **BEFORE BACKFILLING.**
- 3) **FRAMING:** Vertical and horizontal members, sub-flooring and wall and roof sheathing. Interior members after electrical and plumbing rough-ins and **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 is required **PRIOR TO INSULATION OR DRYWALL.** We need to see the inspection approval from the following, applicable agency before insulation is started:
Approved Electrical Inspection Agencies: **NY BOARD OF FIRE UNDERWRITERS.**
- 6) **PLUMBING:** Rough-in plumbing inspection is required **PRIOR TO INSULATION OR DRYWALL.** We need to see the inspection approval from the **ONONDAGA COUNTY HEALTH DEPARTMENT** before insulation is started.
- 7) **FIRE-STOPPING:** Vertical and horizontal firestopping after mechanical, electrical and plumbing rough-ins.
- 8) **INSULATION:** Batting insulation must be inspected **PRIOR TO INSTALLING GYPSUM.** If insulation is blown into attic or wall areas, venter certification is required. **INSULATION OF BASEMENT:** Joist cavities downward to 48" below grade are to be insulated with minimum R-11; inside or outside. Fire-rated material covering is required inside.
- 9) **FIRE SEPARATION:** Fire separations for attached garages are to be as follows:
5/8" type X gypsum wallboard on **garage side** of the partition between the garage and the house and 5/8" or 1/2" type X gypsum on the **house side.** Complete coverage to underside of roof deck or entire garage ceiling coverage is required. Fasteners are to be 12 inches on center along framing members and countersunk 1/32". Where a room exists above the garage all 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 FIVE DAYS AHEAD TO SCHEDULE INSPECTIONS ****

(This is a general inspection schedule and may not include all of the required 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 of Liverpool Zoning Ordinance. Failure to have a required inspection certified by the Code Enforcement Officer will negate the issuance of a certificate.

FAILURE TO COMPLY WITH THIS INSPECTION SCHEDULE CAN RESULT IN THE ISSUANCE OF A STOP WORK ORDER, FINES NOT TO EXCEED \$1,000 AND IMPRISONMENT NOT TO EXCEED ONE YEAR.

**Village of Liverpool
Code Enforcement Office
310 Sycamore Street
Liverpool, NY 13088
315/457-3441 Ext. 4**

BUILDING PERMIT APPLICATION PROCEDURE

- A) Complete all applicable sections of the Building Permit Application. Incomplete applications will be returned.
- B) Sign and date the bottom of the application.
- C) Submit the following items with your completed application:
(Some may not apply to your project)
- Copy of deed (proof of ownership).
 - Copy of survey indicating project location with dimensions and setbacks.
 - Driveway permit application.
 - Sewer connection approval.
 - Building plans (Stamped by licensed NYS architect if over \$20,000 or 1,500 square feet.)
 - Energy Code certification.
 - Truss design sheets or certificates.
 - Electrical inspection application from NY Board of Fire Underwriters (463-8552).
 - Plumbing permit from Onondaga County Plumbing (435-6614).
 - Liability insurance certificate.
 - Workman's compensation insurance certificate (c105.2, c105.21 or BP-1)
- C) The Code Enforcement Officer will normally review a completed application and approve or deny same within ten days of receipt.
- D) All applicable inspections listed on the reverse side of the building permit application are mandatory. Please call five days ahead to schedule inspections.
- E) If you have any questions or need assistance with your application, please contact the Code Enforcement Office.