

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

BUILDING PERMIT APPLICATION PROCEDURE

- 1) ALL APPLICABLE SECTIONS OF THE BUILDING PERMIT APPLICATION MUST BE COMPLETED. Incomplete applications will be returned.
- 2) THE PROPERTY OWNER MUST SIGN AND DATE the bottom of the application.
- 3) THE FOLLOWING ITEMS (those that apply to your project) MUST BE SUBMITTED with the completed application:
 - Site Plan and Copy of the Property Survey
* Indicating the project location with dimensions and setbacks from property lines illustrated
 - Construction Drawings - Stamped by licensed NYS architect or engineer
* Small projects such as decks require detailed drawings but may not require drawings stamped by an architect
 - Energy Code Certification
* For all heated buildings and additions
 - Roof / Floor Truss Design Sheets and Certificates
 - Electrical Inspection Application
* NY Board of Fire Underwriters (463-8552) or
* Commonwealth Electrical Inspection Service (633-0027)
 - Plumbing Permit from Onondaga County Plumbing (435-6614)
 - Contractor's Liability Insurance Certificate
 - Contractor's Worker's Compensation Insurance Certificate (c105.2, c105.21 or BP-1) or
 - Signed Homeowners Exemption for Worker's Compensation Insurance (Form BP-1, attached)
- 4) The Code Enforcement Officer will review all completed applications and typically approve or deny the application within ten days of receipt.
- 5) ALL APPLICABLE INSPECTIONS listed on the reverse side of the building permit application and the front of the building permit placard ARE MANDATORY.
Please call five days ahead to schedule inspections.
- 6) If you have any questions or need assistance with your application, please contact the Code Enforcement Office at 457-3441, extension 4.
- 7) IT IS ILLEGAL TO BEGIN WORK ON A PROJECT THAT REQUIRES A BUILDING PERMIT PRIOR TO OBTAINING THE PERMIT, PAYING THE FEE AND DISPLAYING THE PERMIT PLACARD ON THE PREMISES. (Village of Liverpool Code Section 43-13)
- 8) LENGTH OF VALIDITY. Permits shall be valid for up to one year from date of issue.
Upon application to the Code Enforcement Officer, an extension may be granted provided that such an application shall be made in writing prior to the expiration date of the Permit.

**VILLAGE OF LIVERPOOL
BUILDING 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: _____

Project Use: () Residential () Commercial () Other: _____

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: \$ _____

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? _____

For new residences and additions only: Proposed new bedrooms: _____ Proposed new bathrooms: _____

Contractor: _____ Contact person: _____

Address: _____ Phone: _____

New York State law requires that all plans, drawings and specifications relating to the construction or alteration of buildings or structures bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect (see exceptions). (Article 147, Sec. 7307)

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. That all work done under this permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Zoning Ordinance and all other applicable regulations. 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 required building inspections **attached to this application** are performed as construction progresses and that in no case shall construction proceed beyond any required inspection until such construction has been approved by the Code Enforcement Officer.

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 property 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: _____ Date Approved: _____ Approved By: _____

Application No.: _____ Date Denied: _____ Denied By: _____

FMV: _____ Date Notified: _____

Fee: _____ Reason Denied: _____

INSPECTION SCHEDULE FOR NEW CONSTRUCTION

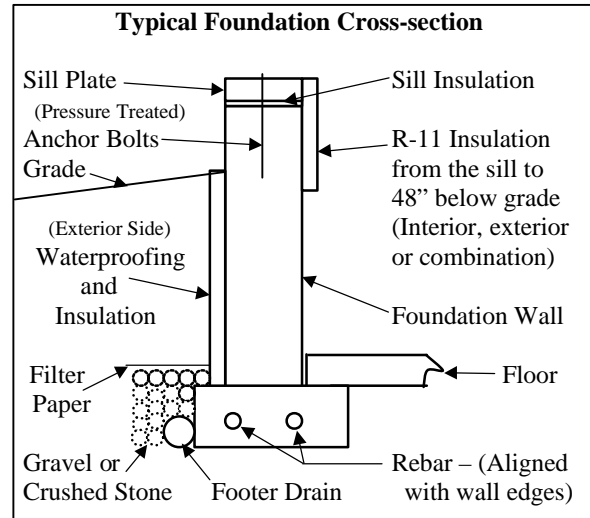
All applicable inspections listed below are MANDATORY.

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 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 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 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 applicable, approved inspection agency before insulation is started.
- 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-BLOCKING:** Vertical and horizontal fireblocking after mechanical, electrical and plumbing rough-ins.
- 8) **INSULATION:** Battling 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 FASTNERS 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 TWO 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.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

This form cannot be used to waive the workers' compensation rights or obligations of any party.

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

SWORN TO ME THIS _____ DAY
OF _____, _____

(COUNTY CLERK OR NOTARY PUBLIC)

BP-1 (11/04)

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR
2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors and Business Owners

For **businesses listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- insured (C-105.2 or U-26.3),
- self-insured (SI-12), or
- are exempt (WC/DB-100 or WC/DB-101),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1(11/04).

Form BP-1(11/04) shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:

- is performing all the work for which the building permit was issued him/herself,
- is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
- has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.

If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form) or, if appropriate, file a WC/DB-100 exemption form, OR
- have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

BP-1 (11/04) Reverse