



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Building Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Project Value: \$	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

APPLICANT ☐ Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

PROJECT DETAILS

PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	PROJECT IN OR ADJACENT TO <input type="checkbox"/> Flood Plain <input type="checkbox"/> Lakeshore <input type="checkbox"/> Wetlands	ESTIMATED COST OF ALL WORK MATERIALS AND LABOR \$	
DESCRIPTION OF PROPOSED WORK			
PROJECT WIDTH	PROJECT LENGTH	PROJECT HEIGHT	PROJECT SQUARE FOOTAGE
FRONT SETBACK	REAR SETBACK	LEFT SETBACK	RIGHT SETBACK
WILL ANY OF THE FOLLOWING CONSTRUCTION BE UTILIZED? <input type="checkbox"/> Truss Type <input type="checkbox"/> Pre-engineered Wood <input type="checkbox"/> Timber		CHANGE IN THE NUMBER OF Bedrooms: _____ Bathrooms: _____	
PROJECT WILL INCLUDE <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC Equipment <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other System:			

CONTRACTOR

DESIGN PROFESSIONAL

COMPANY NAME		NAME AND LICENSE NUMBER	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL		EMAIL	

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

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 to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

Building Permit Application Procedure

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- 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
 - ☐ A construction drawing or 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 compliance details and/or certification
 - ☐ Roof truss and engineered lumber design sheets or certificates
 - ☐ Electrical inspection application from one of the following approved agencies and inspectors:
 - o CNY Electrical Inspection Services, (315) 633-0027: Larry Kinne
 - o Upstate Electrical Inspection Agency, (315) 452-5304: Aaron Bellows
 - o Common Wealth Electrical Inspection Services, (585) 624-2380: Brian Fenner
 - o The Inspector, 1-800-487-0535: Tim Willsey, Stephen Glessing, Robert Mutton
 - o Middle Department Inspection Agency, (518) 365-3134, Geneo Savoca, Martin Sawyer, Stephen Reynolds
 - o New York Atlantic-Inland, (315) 532-0110: Richard Kersey, Kevin Crull
 - ☐ Plumbing permit from Onondaga County Plumbing, (315) 435-6614
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - o General Contractor's Liability Insurance Certificate
 - o General Contractor's Workman's Compensation Insurance Certificate or exemption
Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - o General Contractor's Disability Insurance Certificate
- 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.

INSPECTION SCHEDULE FOR NEW CONSTRUCTION
All applicable inspections listed below are MANDATORY.

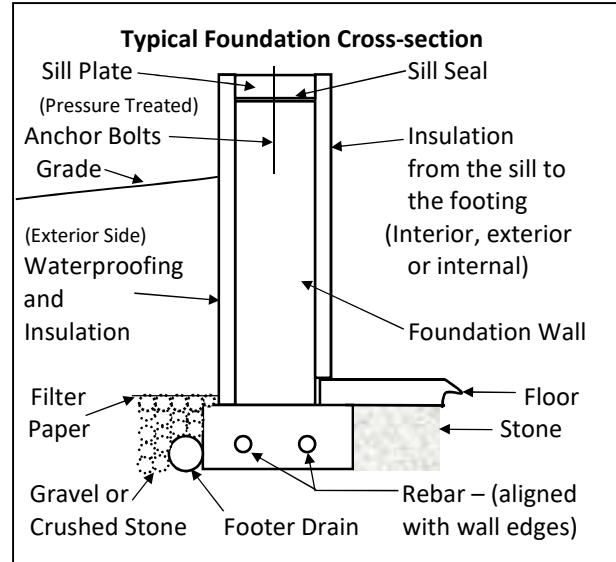
1) FOOTINGS / POSTS:

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 (min. 12" round for decks). 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 the 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 GYPSUM**. 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) AIR BARRIER:** Thermal envelope Air Barrier components must be inspected **PRIOR TO INSTALLATION of INSULATION or GYPSUM**.
- 9) INSULATION:** Insulation must be inspected **PRIOR TO INSTALLING GYPSUM**. If insulation is blown in to attic or wall areas, vender 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.
- 10) FIRE SEPARATION:** Fire separations for attached residential garages are to be as follows:
Not less than 1/2-inch gypsum board or equivalent applied to the garage side 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 is to be covered with not less than 5/8" type X gypsum wallboard with fasteners 6 inches on center. All supporting walls are to be protected by not less than 1/2-inch gypsum board. **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. Failure to have a required inspection certified by the Code Official will negate the issuance of a certificate of occupancy or compliance.

**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.**