

App. Approved _____
 Date _____ Authorized Official _____
 App. Disapproved _____
 Date _____ Authorized Official _____
 Sewer Permit No. _____
 Date _____

Electrical Permit No. _____
 Date _____
 Board Decisions _____ Case # _____

TOWN OF CLAY
 4401 Route 31, Clay, NY 13041 (315) 652-3800
RESIDENTIAL
BUILDING PERMIT APPLICATION
 Department of Planning and Development

Permit Number _____
 Date Filed _____
 Tax Map Number _____ - _____ - _____

Applicant – do not write above this line

Visit us online at: www.townofclay.org

Nature of Work (Please check applicable item)

_____ Addition * _____ SF * # Bathrooms _____
 _____ Alteration * _____ SF
 _____ **Shed _____ SF (over 400 SF USE Garage)
 _____ Deck _____ SF
 _____ Garage/Pole Barn _____ SF
 _____ Fireplace, _____ Insert
 _____ Demolition
XXX **Fence _____ Height _____
 _____ Other _____

Property Information

Address or Tract/Lot _____
 Zip _____
 Zoning District _____
 Present Use & Occupancy _____
 Present Square Footage _____

Owner Information - PLEASE PRINT

Property Owner _____

Owner's Address _____

City _____ **Zip** _____

Owner's Phone# _____ **Email** _____

Owner's Signature: _____

Total Project Value: \$ _____

Building Permit Fees. Where the TOTAL VALUATION of the work is:
 \$1 - \$1000..... \$25.00
 For each additional \$1,000.00 or fraction thereof \$ 6.00

Permit Fee: \$ 30.00 (cash or check only)

**Sheds 200 sq. ft. or under - \$30 flat fee
 **Fence - \$30 flat fee

Project Description

Description of Proposed Development or Intended Use _____

Approved Plan Reference:

Architect or Engineer _____ Phone _____
 Company _____ Plan Date (Original) _____
 Plan Title _____ Last Revision _____
 Number of Pages _____

Applicant Information: (if different from owner)

x _____ is the _____
 (Name of individual signing application) (agent, contractor, corporate officer, etc.)
 x _____ Zip _____
 (Address) (City) (State)
 Phone _____ Email _____
 (Signature)

APPLICATION IS HEREBY MADE to the commissioner for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Contractor Information:

Name of Contractor _____ Site Contact Person _____ Phone _____
 Address _____ State _____ Zip _____

Contractors Liability Insurance : _____ ATTACHED, OR _____ ON FILE

Workers' Compensation Insurance and Disability Insurance: _____ ATTACHED, OR _____ ON FILE

Electrical work to be inspected by, and Certificate of Approval obtained from, the CNY Electrical Inspection Service, Commonwealth Electrical Inspection Service, Middle Department Inspection Agency or The Inspector.

Plumbing work to be inspected by, and Certificate of Approval obtained from, The Onondaga County Dept. of Health.

Please attach separate drawing (survey) showing clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Show street names and indicate whether interior or corner lot.

OFFICE USE: () Applicant () Assessor () File



**TOWN OF CLAY
DEPARTMENT OF PLANNING & DEVELOPMENT**

REGULATIONS FOR FENCES, AND STORM DRAINAGE

Town of Clay Zoning Ordinance Chapter 230 - General Supplementary Regulations Section 230-20

B. Structures.

- (1) Front yard intrusions permitted. A porch may intrude into the required front yard up to a maximum of six feet, provided there is no roof or wall enclosures and any railing is not higher than 36 inches.
- (2) Fences – Must be erected within the subject property boundaries.
 - (a) No wall or fence, other than a wire fence, shall be erected, replaced or maintained on any residential lot having a height in excess of seven (7) feet.
 - (b) No fence or hedge having a height in excess of two and one-half (2 ½) feet shall be erected, replaced or maintained in the front yard or side yard between the street line and the setback line.
 - (c) **Fences cannot be erected across any drainage easement or right of way.**
 - (d) Fences in Flood Zones must comply with Chapter 112- Flood Damage Prevention.
 - (e) **Fences surrounding swimming pools must comply with section 230.20B(3) Supplemental Regulations, and with Section 3109 of the New York State Residential Code.**

Town of Clay Municipal Code

§ 185.20 Sewers, Discharge of stormwater and unpolluted drainage.

- B.** No person shall obstruct, interfere with or divert the natural flow of any storm water, surface water, ground water, roof runoff, outside footing drains, subsurface drainage or other unpolluted waters, or the flow of any such waters into and by means of drainage facilities created by the Town or created by others with Town approval.



TOWN OF CLAY

DEPARTMENT OF
PLANNING & DEVELOPMENT

MARK V. TERRITO,
COMMISSIONER

PROCEDURES FOR OBTAINING RESIDENTIAL BUILDING PERMITS

FOR ADDITIONS, ALTERATIONS, GARAGES, SHEDS AND DECKS

See additional instruction sheets for pools, fences, fireplaces and solid fuel burning appliances.

1. Permit application filled out, and appropriate fee paid.
2. We need your survey showing where your home is placed on your property. Please draw in the approximate location of the new construction.
3. Setbacks must be met as required by the zoning of your property. Anything closer to property lines are in violation of the Town of Clay Zoning Ordinance. You cannot build any structure on an easement. (Width of easements take precedence over normal setbacks.) For properties that are designated in a floodplain, additional requirements of Chapter 112 must be met.

Accessory buildings (e.g., storage units, sheds, etc.) for one- or two-family dwellings or townhouses in residential districts that are 100 square feet or less in area and less than 12 feet in height do not need a building permit or certificate of occupancy from the Town of Clay. However, these accessory buildings shall comply with the following minimum standards:

- a. Only one per lot without a permit.
 - b. Minimum setback of three feet (3') from any property line, six feet (6') from any other building per N.Y.S. Building Code.
 - c. Not located within any easement or right-of-way.
 - d. Located in the portion of a lot behind a line formed by the front wall of the principal building.
 - e. Located in compliance with any applicable corner lot requirements.
 - f. Meet Chapter 112 Flood Damage Prevention.
4. 2 sets of plans or drawings meeting the N.Y. State building codes along with a list of materials being used. Stamped and architectural plans must be submitted for construction plans exceeding construction cost over \$10,000. Proof of construction cost may need to be verified for the code officer.
 5. Contractors must submit a **Certificate of Liability** and **Certificate of Compensation and Disability Benefits** Insurance coverage.
 6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30 am to 4:30 pm. Permits will be accepted until **4:15 pm**. Applications are taken on a first come first served basis. Permits will be issued usually within 5 business days depending on the number of applications at any given time and once all information has been approved.
 7. Upon issuance of your building permit, please contact the authorized official for the necessary inspections to be made during the course of construction. Inspections require a 48 hour (business day) notice.