

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](http://www.townofclay.org)

**Nature of Work (Please check applicable item)**

\_\_\_\_\_ Addition \* \_\_\_\_\_ SF \* # Bathrooms \_\_\_\_\_  
 \_\_\_\_\_ Alteration \* \_\_\_\_\_ SF  
**XXXX \*\*Shed \_\_\_\_\_ SF (over 400 SF USE Garage)**  
 \_\_\_\_\_ Deck \_\_\_\_\_ SF  
 \_\_\_\_\_ Garage/Pole Barn \_\_\_\_\_ SF  
 \_\_\_\_\_ Fireplace, \_\_\_\_\_ Insert  
 \_\_\_\_\_ Demolition  
 \_\_\_\_\_ \*\*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: \$** \_\_\_\_\_

**Permit Fee: \$** \_\_\_\_\_ **(cash or check only)**

**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**

**\*\*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

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.