

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  
 \_\_\_\_ \*\*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: \$** \_\_\_\_\_

Permit Fee: \$ **30.00** (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

## Department of Planning & Development

Planning Commissioner  
David Tessier

Commissioner of Code Enforcement  
Joe Grispino

Email: [Planning@townofclay.org](mailto:Planning@townofclay.org)  
4401 State Route 31  
Clay, NY 13041  
315-652-3800



Email: [Codes@townofclay.org](mailto:Codes@townofclay.org)  
[JGripsino@townofclay.org](mailto:JGripsino@townofclay.org)  
315-652-3800 ext 172

### 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 (I.G., storage units, sheds, etc.) for one or two-family dwellings or townhouses in residential districts that are 100 Square Feet or Less in an area and less than 12 feet in height.

- a) Less than 100 SqFt in area and 12 feet in height
  - b) Minimum setback of three (3') from any property line
  - c) Not located within any easement of right-of-way.
  - d) Located in the portion of a lot behind a line formed by the front of the 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 showing what you are building, materials that you are using and **how** it will be constructed. Stamped and signed architectural prints may be required.
  5. Contractors **MUST** submit a **Certificate of Liability** and Certificate of **Workers Compensation and Disability Insurance** coverage. If homeowner is doing work a **CE-200** (Certificate of Attestation) must be submitted.
  6. Permit will be mailed to you or can be picked up at our office. Office hours are 8:30am-4:30pm Permits will be accepted until 4:00pm. Applications are taken on 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 construction. Inspections require a **48 hour**(business day) notice



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**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.