

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
ALTERATION 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)

XXXX **Alteration*** _____ *** SF**

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

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)

Project Description _____

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

6/22

RESIDENTIAL

Town Of Clay - Building Permit Fees

12/15

Partial Schedule

	\$1.00-\$1,000 - \$25	\$21,000 - \$145	\$41,000 - \$265	\$61,000 - \$385	\$81,000 - \$505
	\$2,000 - \$31	\$22,000 - \$151	\$42,000 - \$271	\$62,000 - \$391	\$82,000 - \$511
	\$3,000 - \$37	\$23,000 - \$157	\$43,000 - \$277	\$63,000 - \$397	\$83,000 - \$517
	\$4,000 - \$43	\$24,000 - \$163	\$44,000 - \$283	\$64,000 - \$403	\$84,000 - \$523
	\$5,000 - \$49	\$25,000 - \$169	\$45,000 - \$289	\$65,000 - \$409	\$85,000 - \$529
	\$6,000 - \$55	\$26,000 - \$175	\$46,000 - \$295	\$66,000 - \$415	\$86,000 - \$535
	\$7,000 - \$61	\$27,000 - \$181	\$47,000 - \$301	\$67,000 - \$421	\$87,000 - \$541
	\$8,000 - \$67	\$28,000 - \$187	\$48,000 - \$307	\$68,000 - \$427	\$88,000 - \$547
	\$9,000 - \$73	\$29,000 - \$193	\$49,000 - \$313	\$69,000 - \$433	\$89,000 - \$553
	\$10,000 - \$79	\$30,000 - \$199	\$50,000 - \$319	\$70,000 - \$439	\$90,000 - \$559
	\$11,000 - \$85	\$31,000 - \$205	\$51,000 - \$325	\$71,000 - \$445	\$91,000 - \$565
	\$12,000 - \$91	\$32,000 - \$211	\$52,000 - \$331	\$72,000 - \$451	\$92,000 - \$571
	\$13,000 - \$97	\$33,000 - \$217	\$53,000 - \$337	\$73,000 - \$457	\$93,000 - \$577
	\$14,000 - \$103	\$34,000 - \$223	\$54,000 - \$343	\$74,000 - \$463	\$94,000 - \$583
	\$15,000 - \$109	\$35,000 - \$229	\$55,000 - \$349	\$75,000 - \$469	\$95,000 - \$589
\$225,000 = \$1,369	\$16,000 - \$115	\$36,000 - \$235	\$56,000 - \$355	\$76,000 - \$475	\$96,000 - \$595
\$250,000 = \$1,519	\$17,000 - \$121	\$37,000 - \$241	\$57,000 - \$361	\$77,000 - \$481	\$97,000 - \$601
\$275,000 = \$1,669	\$18,000 - \$127	\$38,000 - \$247	\$58,000 - \$367	\$78,000 - \$487	\$98,000 - \$607
	\$19,000 - \$133	\$39,000 - \$253	\$59,000 - \$373	\$79,000 - \$493	\$99,000 - \$613
	\$20,000 - \$139	\$40,000 - \$259	\$60,000 - \$379	\$80,000 - \$499	\$100,000 - \$619
	\$101,000 - \$625	\$121,000 - \$745	\$141,000 - \$865	\$161,000 - \$985	\$181,000 - \$1,105
\$300,000 = \$1,819	\$102,000 - \$631	\$122,000 - \$751	\$142,000 - \$871	\$162,000 - \$991	\$182,000 - \$1,111
\$325,000 = \$1,969	\$103,000 - \$637	\$123,000 - \$757	\$143,000 - \$877	\$163,000 - \$997	\$183,000 - \$1,117
	\$104,000 - \$643	\$124,000 - \$763	\$144,000 - \$883	\$164,000 - \$1,003	\$184,000 - \$1,123
\$350,000 = \$2,119	\$105,000 - \$649	\$125,000 - \$769	\$145,000 - \$889	\$165,000 - \$1,009	\$185,000 - \$1,129
	\$106,000 - \$655	\$126,000 - \$775	\$146,000 - \$895	\$166,000 - \$1,015	\$186,000 - \$1,135
\$375,000 = \$2,269	\$107,000 - \$661	\$127,000 - \$781	\$147,000 - \$901	\$167,000 - \$1,021	\$187,000 - \$1,141
	\$108,000 - \$667	\$128,000 - \$787	\$148,000 - \$907	\$168,000 - \$1,027	\$188,000 - \$1,147
\$400,000 = \$2,419	\$109,000 - \$673	\$129,000 - \$793	\$149,000 - \$913	\$169,000 - \$1,033	\$189,000 - \$1,153
	\$110,000 - \$679	\$130,000 - \$799	\$150,000 - \$919	\$170,000 - \$1,039	\$190,000 - \$1,159
\$425,000 = \$2,569	\$111,000 - \$685	\$131,000 - \$805	\$151,000 - \$925	\$171,000 - \$1,045	\$191,000 - \$1,165
	\$112,000 - \$691	\$132,000 - \$811	\$152,000 - \$931	\$172,000 - \$1,051	\$192,000 - \$1,171
\$450,000 = \$2,719	\$113,000 - \$697	\$133,000 - \$817	\$153,000 - \$937	\$173,000 - \$1,057	\$193,000 - \$1,177
	\$114,000 - \$703	\$134,000 - \$823	\$154,000 - \$943	\$174,000 - \$1,063	\$194,000 - \$1,183
\$475,000 = \$2,869	\$115,000 - \$709	\$135,000 - \$829	\$155,000 - \$949	\$175,000 - \$1,069	\$195,000 - \$1,189
	\$116,000 - \$715	\$136,000 - \$835	\$156,000 - \$955	\$176,000 - \$1,075	\$196,000 - \$1,195
\$500,000 = \$3,019	\$117,000 - \$721	\$137,000 - \$841	\$157,000 - \$961	\$177,000 - \$1,081	\$197,000 - \$1,201
	\$118,000 - \$727	\$138,000 - \$847	\$158,000 - \$967	\$178,000 - \$1,087	\$198,000 - \$1,207
\$1,000,000=	\$119,000 - \$733	\$139,000 - \$853	\$159,000 - \$973	\$179,000 - \$1,093	\$199,000 - \$1,213
\$6,019	\$120,000 - \$739	\$140,000 - \$859	\$160,000 - \$979	\$180,000 - \$1,099	\$200,000 - \$1,219



PROCEDURES FOR OBTAINING RESIDENTIAL BUILDING PERMITS FOR ALTERATIONS

1. Permit application filled out, and appropriate fee paid.
2. We need your **survey** showing where your home is placed on property. Please draw in approximate location of the new construction.
3. Setbacks must be met as required by the zoning of the property. Anything closer to the 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.
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 **Certificate of Liability** and **Certificate of Compensations** 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 to 4:30. Permits will be accepted until **4:00pm**. Applications are taken on a first come first served basis. Permits will be issued usually withing **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.

ALTERATIONS

- 1. APPLICATION**
- 2. SURVEY**
- 3. STAMPED DRAWINGS**
- 4. CONTRACTORS INSURANCE, LIABILITY AND WORKERS COMP**
- 5. IF DOING WORK YOURSELF YOU MUST HAVE BP-1 FORM SIGNED AND NOTORIZED**
- 6. PERMIT FEE ACCORDING TO COST OF CONSTRUCTION (CASH OR CHECK)**

Town of Clay

Mark V. Territo
Commissioner



"One of America's 100 Best Places to Live"

Finishing Basements: What You Need To Know

- To be able to convert a basement space into habitable space, there are several requirements that have to be met. For example, habitable rooms must have a ceiling height of not less than 7 feet from the finished floor. Beams girders, ducts or other obstruction may project to within 6 feet, 8 inches, of the finished floor.
- Light and ventilation need to be supplied to all habitable rooms by providing an aggregate glazing area (windows) of not less than 8% of the floor area for light, and not less than 4% of the floor area for a minimum operable area to the outdoors for ventilation.
- Basements with habitable space and every sleeping room need to have at least one openable emergency escape and rescue opening. The opening needs to have a sill height of not more than 44 inches above the floor. As long as the opening is not more than 44 inches above or below the finished ground level outside, it must have a minimum net clear opening of 5 square feet; otherwise it must have a minimum net clear opening of 5.7 square feet. In any case, the opening must be at least 24 inches wide and 20 inches high, and operational from the inside without the use of keys or tools.
- It is also possible to use window wells for emergency egress. The horizontal dimension of the window well must provide a net clear area of at least 9 square feet, and must have a minimum horizontal projection of at least 36 inches. If the window well has a greater vertical depth than 44 inches, then it must be equipped with a permanent ladder or steps that are usable with the window open.
- It is also important to note that furnaces in basements generally need at least 1 cubic foot of space for each 10 Btu/h rating of the particular furnace. Depending on the size of the basement and any partitions proposed, this may limit what can be done in a particular space.
- If any part of the space is to be used as a sleeping room, smoke alarms must be installed in each sleeping room, outside of each sleeping area and on each additional story of the dwelling. They must be interconnected and hard-wired with a battery back-up. This applies to the entire house, including basements. Carbon monoxide alarms are also required to be installed on the lowest story having a sleeping area.
- All of the above is just a summary of the basic requirements. Depending on the specifics of your project, there are many different ways to satisfy the code requirements. We cannot design your project for you, but we will let you know if your design complies.