

# TOWN OF SPAFFORD

## APPLICATION FOR ZONING AND BUILDING PERMIT

APPLICATION FEE - \$25.00

**FOR TOWN USE ONLY**

Permit No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Occupancy \_\_\_\_\_

Date Approved \_\_\_\_\_

Zoning District \_\_\_\_\_

Construction \_\_\_\_\_

Date Denied \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Watershed \_\_\_\_\_

Z.B.A. \_\_\_\_\_

Sub-Division \_\_\_\_\_

Approved By \_\_\_\_\_

### PRINT IN INK OR TYPE CLEARLY AND FILL IN ALL PLACES THAT APPLY

Application is hereby made to the Code Enforcement Officer for the issuance of a Zoning and Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion, and/or change in the nature of the occupancy of any building of structure within the boundaries of the Town of Spafford.

1. Name of Property Owner \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

3. Name of Applicant for Permit: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

4. Architect or Engineer of Record: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

5. General Contractor/Construction Manager: \_\_\_\_\_

(IF OWNER doing *all* work under this Permit Application check here )

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone or Other: \_\_\_\_\_

(Contractor to attach a copy of worker's compensation and disability insurance or NYS exemption certificate.)



**10. OTHER.**

- A. The applicant shall notify the Codes Enforcement Office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the ordinances of the Town of Spafford, New York and NYS Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the ordinances of the Town of Spafford, the NYS Uniform Fire Prevention and Building Code or with any condition attached to such permit, or if there has been a misrepresentation of falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire 12 months from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy) whichever comes first. Building permit may be renewed at C.E.O. approval.
- D. Building plans/survey/site plan required - stamped plans \$20,000 construction value or 1500 sq. ft.
- E. **Survey as Built** — For any area variances or special permits you will be required to have a as built survey for a foundation before any other construction can commence. This requirement may apply to other projects and is up to the code officer's determination Local Law #2008-1.
- F. Septic permit if required issued through Onondaga County Health Department
- G. Electrical inspections to be done by certified contractors approved by local electrical supply company.
- H. SYRACUSE WATER DEPARTMENT must be notified with your building plans. This will be needed and is on the application sheet supplied by that department.

**CERTIFICATION.**

**The undersigned hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this application is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.**

State of \_\_\_\_\_ County of \_\_\_\_\_

Notarized Signature of Record Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print/Type Name)

Signature of Applicant. (*if different*): \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

SEAL

To All Building Permit Applicants

City of Syracuse Water Department

Pursuant to the Skaneateles Watershed Rules and Regulations, the Syracuse Water Department must be notified of any building permit applications and proposed construction activities prior to commencement of the action. A Sediment and Erosion Control Plan may also be necessary. The two sections below describe the requirements.

Requirement to Submit Building Permit Application

Copies of permit applications for proposed building activities or activities that involve land or shoreline disturbance within the watershed shall be forwarded to the Syracuse Water Department, by the applicant, at the same time it is submitted to the agency having jurisdiction.

Notification shall be at the earliest stages of the application process including an informal or formal pre-application review stage (i.e., preliminary sketches, drawings, proposals, etc.) for any proposed activities so as to allow the Syracuse Water Department to be included in the review or any proposed activities within the watershed at the initial planning stages. Where applicable, any comments by the Syracuse Water Department must be submitted within the statutory or procedural time frames of the permitting agency. Copies of all permits issued shall be sent to the Syracuse Water Department by the applicant.

Requirement to Submit a Erosion/Stormwater Control Plan

Copies of the erosion/stormwater control plans must be submitted to the Syracuse Water Department by the applicant at least 10 business days prior to undertaking any land disturbing activity.

Land disturbing activities, including, but not limited to, general construction, highway construction and maintenance, and silviculture, and which expose 5,000 or more square feet of soil (i.e., vegetation has been removed, or the landscape has been graded or filled resulting in bare soil surfaces) are prohibited within an environmentally sensitive area defined above in except where measures have been put in place to prevent erosion and sediment production as outlined in the various publications (listed below).

The proposed measures shall be in the form of a written description and site plan showing the design criteria, location and type of proposed control structures, sequence of actions, etc., including construction details.

The term environmentally sensitive area shall be defined as those areas that meet any or all of the following criteria:

- land within 300 feet of the lake or watercourse,
- areas with slopes greater than 15%,
- within 300 feet of or within areas defined by the NYSDEC as wetlands,
- soils that are highly erodible, where highly erodible is defined as: areas with soils that pose a high risk of erosion, or severe limitations on structure or sewage disposal system construction, and are identified as lands with some or all of the following conditions:
  - shallow soils: <2 foot depth to bedrock or fragipan,
  - high seasonal ground water table (<3 feet),
  - soils that are either poorly drained and/or slowly permeable,
  - soils that are either excessively drained and/or highly permeable soils,
  - soils underlain or intersected by easily softened and mobile layers, especially silts and clays, which may be evidenced by outcrop or recent instability

Manuals and Guidelines

New York State Stormwater Management Design Manual'(February 2002) prepared by the Center for Watershed Protection

New York Guidelines for Urban Erosion and Sediment Control"(April 1997), published by the Soil and Water Conservation Society

Construction Management Practice Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State"(November 1992), published by the Bureau of Water Quality Management, Division of Water, NYSDEC

Silviculture Management Practice Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State" (October 1993) published by the Bureau of Water Quality Management, Division of Water, NYSDEC

Mailing Address

City of Syracuse Water Treatment Plant  
20 W. Genesee St. Skaneateles, NY 13152

315-685-6486  
315-685-8160 (FAX)

February 11, 2004

NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE

I certify that the plans and specifications submitted with the application for Building/Land Use or Special Permit in the Town of Spafford by:

\_\_\_\_\_, a licensed professional.

Said plans are: \_\_\_\_\_ in compliance with the NYS Energy Construction Code.  
\_\_\_\_\_ exempt from the following sections of the Code:

\_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Job Site \_\_\_\_\_

For one-family residential units, the plans and specifications should include but not be limited to the following:

1. Heating degree days
2. U-Value for roof, opaque walls, windows, doors, floors, above-grade and below-grade basement walls as appropriate
3. Description of materials to be used in building envelope construction
4. Specifications that windows shall meet infiltration requirements
5. Fireplace design, if applicable
6. Specification that heating equipment shall meet applicable energy efficient standards
7. Specification that the thermostat be capable of meeting that minimum required range
8. Specification that water heater shall meet energy efficient requirements

SPECIFICATIONS AND DESCRIPTIONS OF MATERIALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

**\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\***

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

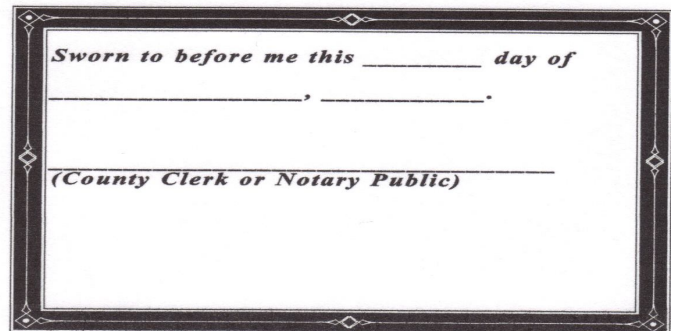
\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.