

**CITY OF CORTLAND**  
 Office of Code Enforcement  
 25 Court Street 607-753-1741

**Application for a Building Permit**

(This page to be completed by Code Enforcement Office)

**Permit No:** \_\_\_\_\_

Permit Type: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Parcel ID #:	Date Received:	Date Paid	
Zone District	Ward	Permit Fee	.00
Certified Survey Map Y / N		Late Fee	.00
Proof of Insurance Y / N		C/C or C/O	10.00
Stamp Required Y / N		Total Fee	
County Health Dept Y / N	Cost of Construction:		
Historic District Y / N	Approval Date:		
Flood District Y / N	Permit Required: Y / N		
Variance or Special Permit Required? Y / N	Approval Date:		
Site Plan Review Required? Y / N	Approval Date:		
Plan Review By:	Date:		
Zone Review By:	Date:		

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Code Enforcement Official

**MAKE CERTAIN APPLICATION  
 IS COMPLETED & SIGNED!!!**

Inspection	Footer/Posts	Foundation	Framing	Insulation	Final	Other
Date						
Issue a Certificate of:	Occupancy		or	Compliance		
	Certificate Date:					

GROUND SNOW LOAD	WIND SPEED	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE SHIELD REQ'D
			WEATHERING	FROST LINE DEPTH	DECAY		
45/50	90 mph Exp B	B	Severe	42"/48"	Moderate	-2°F	Yes

## INSTRUCTIONS

- A. Please read and complete all sections of application **except** for page one.
- B. **FEE: BUILDING PERMIT WILL NOT BE REVIEWED UNTIL FEE IS REMITTED.** According to Section 100-4 K of the Code of the City of Cortland the standard building permit fee shall be doubled for work which requires a permit and which commences prior to any approval having been issued by the Code Enforcement Office or for which a stop-work order has been issued. Additionally, any person found working without a permit over the weekend shall be subject to a fee increase of three times the standard rate.
- C. Provide a certified survey map, showing lot lines and buildings on the premises (if applicable to request). Provide a detailed sketch of proposed construction as will appear on parcel. **AFTER PERMIT HAS BEEN ISSUED, ANY MODIFICATIONS, ALTERATIONS OR ADDITIONS TO PLANNED PROJECT SHALL BE FORWARDED TO THE CODE ENFORCEMENT OFFICE PRIOR TO IMPLEMENTATION OF THE CHANGE, FOR REVIEW BY THIS OFFICE.**
- D. Plans and specifications shall be in accordance with State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans except farm buildings, residential buildings of less than 1500 sq. ft. or to alterations costing less than twenty thousand dollars. (The applicant may request that the requirement of plans and specifications be waived where the work being done involves minor alterations or are otherwise unnecessary.)
- E. No work shall commence until such time that the Code Enforcement Office has issued a building permit. Such permit shall be displayed on the premises throughout the project.
- F. No new building, described under this permit application, or any part of, shall be used or occupied, until the Code Enforcement Office has issued a Certificate of Occupancy or Certificate of Compliance.

APPLICATION IS HEREBY MADE to the City of Cortland Code Enforcement Office for the issuance of a building permit pursuant to the New York State 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. The applicant further agrees that any certified building inspector, or any officer or employee of the City of Cortland Code Enforcement Department, shall be permitted to enter upon any building, structure or premises for which a building permit application has been filed, or a building permit has been issued without interference, and upon reasonable notice and during reasonable working hours.

PLEASE BE ADVISED that there is at least a 48 hour review period that will apply to all building permit applications. If the application requires additional review, the applicant will be notified. This process could take up to 30 days.

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Applicant phone number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
ADDRESS OF PROPOSED WORK

➤ **Circle whether applicant is: Owner, Agent, Architect, Engineer or Builder.**

Name and Address of Owner \_\_\_\_\_

Name and Address of Applicant if different from Owner \_\_\_\_\_

NATURE OF PROPOSED WORK

PRIMARY OCCUPANCY

Construction of new building \_\_\_\_\_

Single Family Dwelling \_\_\_\_\_

Addition/Alteration/Repair \_\_\_\_\_

Two Family Dwelling \_\_\_\_\_

Sprinkler System \_\_\_\_\_

Multiple Dwelling \_\_\_ No of units \_\_\_\_\_

Demolition of a building \_\_\_\_\_

Business \_\_\_\_\_

Construction of a driveway or parking lot \_\_\_\_\_

Mercantile \_\_\_\_\_

Enlargement of a driveway or parking lot \_\_\_\_\_

Industrial \_\_\_\_\_

Repaving existing driveway or parking lot \_\_\_\_\_

Storage \_\_\_\_\_

Construction of a fence \_\_\_\_\_

Assembly \_\_\_\_\_

Installation of a swimming pool \_\_\_\_\_

Other \_\_\_\_\_

Electrical work (all) \_\_\_\_\_

Roofing-including non structural \_\_\_\_\_

**NOTE:**  
Site plan review is required for all but single-family dwellings.

➤ Please provide the Name, Address and Phone Number for the following trades:

Contractor/Builder \_\_\_\_\_

Electrician \_\_\_\_\_

Plumbing/Heating Contractor \_\_\_\_\_

Engineer or Architect \_\_\_\_\_

Cost of Construction\* \_\_\_\_\_

\*The cost of the proposed work is the cost a person would expect to pay a contractor to perform the work.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

Description of proposed work. Attach additional sheets if necessary. Please provide in the space below a minimum drawing of floor plan and elevation.

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**APPLICATION FOR  
CERTIFICATE OF COMPLIANCE/OCCUPANCY**

**YOU MUST COMPLETE THIS PAGE!!**

THIS IS TO CERTIFY that the proposed construction described in this City of Cortland Building Permit Application complies with state and local codes and ordinances applicable to the City of Cortland for property located at:

\_\_\_\_\_, Cortland, New York

\_\_\_\_\_  
Owner/applicant signature

Date\_\_\_\_\_

\_\_\_\_\_  
Owner/applicant address

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_ 2

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

OR

\_\_\_\_\_  
Code Enforcement Official or Authorized Personnel  
Signature

\_\_\_\_\_  
Date

## RESIDENTIAL REMINDER & SPECIFICATION LIST

### ITEMS THAT NEED TO BE INCLUDED ON DRAWINGS:

1. Proper footings, piers, and/or post hole depth.
2. Proper drainage installed to daylight or sump.
3. Proper damp proofing applied.
4. Proper ventilation of crawl spaces and cellars.
5. Anchor bolts in foundation walls at least 6' on center.
6. Insulation of foundation and band joist, ("R" value noted).
7. Sill sealer installed.
8. Beam size, joist size and spacing.
9. Posts supporting beam, size and spacing.
10. Sub-floor material, glued and nailed.
11. Wall thickness and insulation, ("R" value noted).
12. Wall sheathing and wind bracing, ("R" value noted).
13. Window sizes and header sizes noted.
14. Bearing wall size and spacing noted.
15. Roof construction noted.
16. Ventilation system for roof noted.
17. Roof sheathing type and clips if necessary.
18. Tyvek, if necessary.
19. Bridging, if required.
20. Automatic setback thermostat. (1 per dwelling)
21. Smoke detector, (wired direct).
22. Bathroom fans, if no windows.

## Insurance Requirements:

- Proof of Insurance must be provided to the Code Enforcement Office. Upon receipt, your insurance certificate will be forwarded to the City's Insurance carrier for approval.
- For a Workers Compensation Exemption Form, please visit the following website:

[http://www.wcb.state.ny.us/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

This application is for a Certificate of Attestation of Exemption, Form CE-200, from Workers' Compensation and/or Disability Benefits insurance coverage. It may only be completed by entities with no employees and/or out-of-state entities obtaining a contract or license in which all the work is being performed outside of New York State.

The application can be completed by using either the "Web-based Application" or the "Paper Application". By accessing the application **on-line** you will be able to complete the application and print the certificate immediately. The paper application must be submitted to the Workers' Compensation Board for processing and the certificate will be mailed to the applicant. This process may take up to 4 weeks for completion.

- Certificates can only be used to attest to a **government entity** that the applicant requesting a permit, license, or contract is not required to carry workers' compensation and/or disability benefits coverage.
- Certificates are only valid for the specific license, permit or contract and the period for which it is issued. Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- Certificates are assigned a unique certificate number that can be validated by the government official issuing the license, permit, or contract.