

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: _____

Project Type: _____

Address of Proposed Work: _____

Property Owner: _____

Parcel ID #:		Date Received:	
Zone District	Ward	Date Paid	
Certified Survey Map	Y / N	Permit Fee	
Proof of Insurance	Y / N	C/C or C/O	
Stamp Required	Y / N	Total Fee	
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. **BUILDING PERMIT WILL NOT BE REVIEWED UNTIL FEE IS REMITTED**
- 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 print name

() _____
Applicant phone number

Signature of Applicant

ADDRESS OF PROPOSED WORK

Address of Applicant

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 _____

Construction of a fence _____

Storage _____

Construction of a swimming pool _____

Assembly _____

Electrical work (all) _____

Other _____

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* _____

Owner/Applicant Signature

Date

* COST OF THE PROPOSED WORK IS THE COST A PERSON WOULD EXPECT TO PAY A CONTRACTOR TO PERFORM THE WORK (IT IS NOT THE COST OF MATERIALS ALONE)

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

**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

Code Enforcement Official or Authorized Personnel
Signature

Date

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

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 permits; 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 permits 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

Sworn before me this _____ day
of _____, 200__

Homeowners Name Printed

Notary Public

Property Address

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

- § 125. ISSUANCE OF A BUILDING PERMIT .NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:
1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR
 2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors and Business Owners

For businesses listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- Insured (C-105.2 or U-26.3),
- Self-insured (SI-12), or
- Are exempt (C-I05.21),

Under the mandatory coverage provisions of the WCL, Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filling one of the above forms.

Owner-occupied Residences

For homeowners of a 1,2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (3/99).

Form BP-1(3/99) shall be filed if the homeowner of a 1,2, 3 or 4 Family, Owner occupied residence is listed as the general contractor on the building permit, and the homeowner:

- is performing all the work for which the building permit was issued him/herself
- Is not hiring, paying or compensating in any way, the individuals(s) that is (are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
- Has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.

If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied residence is hiring or paying individuals a to of 40 hours or MORE in any work week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the " Affidavit of Exemption" form, BP-1 (3/99), but shall 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 (the C-I05.2 or U-26.3 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) 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.

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.