

**CITY OF ONEIDA
CODE ENFORCEMENT DEPARTMENT**

BOB BURNETT
Director of Codes

JAMES ACKERMAN
Code Enforcement Officer



109 North Main Street
Oneida, New York 13421

TEL: 315-363-8460
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jackerman@oneidacityny.gov

BUILDING PERMIT APPLICATION

PLEASE READ THIS ENTIRE APPLICATION THOROUGHLY.
APPLICATIONS THAT ARE NOT PROPERLY FILLED OUT, AND/OR ARE TURNED IN
WITHOUT PROVIDING EVERYTHING LISTED WILL NOT BE PROCESSED AND WILL
BE MAILED BACK TO YOU!

WHEN IS A BUILDING PERMIT REQUIRED:

A Building Permit shall be required for any work which must conform to the New York State Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.

2020 Building Code of New York State

§105.2 Building Permits. No person or entity shall commence, perform, or continue any work that must conform with the Uniform Code and/or the Energy Code unless:

1. Such person or entity has applied to the Authority Having Jurisdiction for a Building Permit;
2. The Authority Having Jurisdiction has issued a Building Permit authorizing such work,
3. Such building permit has not been revoked or suspended, and
4. Such building permit has not expired.

-Authority Having Jurisdiction-City of Oneida

HOW LONG DOES THE PERMITTING PROCESS TAKE?

Applications may be made by the owner or lessees, or agent of either, or by architect, engineer,

or builder employed in connection with the proposed work, but in all cases the property owner MUST sign application.

The permit application will be reviewed as soon as possible. Normal review time is as follows:

1. RESIDENTIAL JOB (STAMPED ARCHITECTURAL PLANS **NOT** REQUIRED):
Approximately 7-10 days
 2. RESIDENTIAL JOB (STAMPED ARCHITECTURAL PLANS **ARE REQUIRED**):
Approximately 4 weeks
 3. COMMERCIAL/INDUSTRIAL JOBS: Approximately 4-8 weeks*
- * - a 3rd party may *have* to be hired to perform plan review and assist w/ inspection

All required documents must be turned in together with this application.

Missing documents will result in a permit not being issued.

WHEN ARE STAMPED ARCHITECTURAL DRAWINGS REQUIRED?

The New York State Education Law requires that architectural drawings be submitted for projects affecting structural safety and/or public safety, jobs costing more than \$20,000. or for construction of residential buildings of more than 1,500 square feet.

Drawings prepared by a New York State registered architect or licensed professional engineer whose signature and seal of registration in New York State shall be legibly imprinted on the plans.

PROOF OF INSURANCE REQUIRED!

New York State Law requires municipalities to obtain proof of NYS Workers' Compensation AND Disability Benefits coverage for all contractors prior to the issuance of any permits.

Implementing Section 125 of the General Municipal Law

1. General Contractors, Business Owners, and Certain Homeowners

For businesses and certain homeowners 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 (S1-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL.

Oneida Codes Department
109 N. Main Street
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CITY OF ONEIDA

Permit Application

Permit No: _____
Date: _____

To the Code Enforcement Officer:

- | | | |
|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Alter | <input type="checkbox"/> Extend | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Bldg. | <input type="checkbox"/> Misc. | <input type="checkbox"/> Structure Changes |
| <input type="checkbox"/> Construct | <input type="checkbox"/> Renovate | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Demolition | | |

Details:

Estimated Project Cost: _____

Please Check One:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Electrical Only | <input type="checkbox"/> Plumbing Only |
| <input type="checkbox"/> C of C Only | <input type="checkbox"/> C of O Only | <input type="checkbox"/> Zoning Permit Only |

Building Contractor: _____

Phone: _____

E-mail: _____

Sub Contractor: _____

Phone: _____

E-mail: _____

Electrical Contractor: _____

Phone: _____

E-mail: _____

Plumbing Contractor: _____

Phone: _____

E-mail: _____

Premises Affected

Zoning District _____

Tax ID # _____

Property Address

Property Owner Information

Property Owner Name _____

Telephone Number _____

E-mail _____

Address (If Different)

DECLARATION: I DECLARE THAT THE STATEMENTS MADE IN THE APPLICATION (INCLUDING INFORMATION ON THE ACCOMPANYING DOCUMENTS & PLANS) HAVE BEEN EXAMINED BY ME &, TO THE BEST OF MY KNOWLEDGE & BELIEF, ARE TRUE AND CORRECT.

I UNDERSTAND THAT NO CONSTRUCTION IS TO COMMENCE UNTIL A BUILDING PERMIT IS OBTAINED. I FURTHER UNDERSTAND THAT VARIOUS OFFICIALS WILL INSPECT THE PROPERTY IN PERFORMANCE OF THEIR OFFICIAL DUTIES. THEY MAY INCLUDE OFFICIALS FROM THE VARIOUS DEPARTMENTS OF ASSESSMENT, BUILDING AND CODES, WATER, AND ZONING.

I UNDERSTAND THAT INSPECTIONS MUST BE SCHEDULED 48 HOURS IN ADVANCE AND SIGNING APPLICATION GIVES AUTHORITY TO ENTER PREMISES BY APPOINTMENT. ALL SUBMISSIONS WILL COMPLY WITH NYS BUILDING CODES AND ENERGY CONSERVATION CODES.

PERMIT APPLICANT _____ DATED _____
(Circle one: Property Owner / Manager / Contractor)

APPROVED/ _____
DISAPPROVED Permit Administrator / Zoning Administrator Code Enforcement Officer

REASON FOR REFUSAL OF PERMIT: _____

CITY OF ONEIDA
Permit Application

Permit No: _____

INSTRUCTIONS

1. This application must be completely filled in ink and submitted to the Codes Office and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
2. This application must be accompanied by two complete set of plans/detailed drawings showing proposed construction.
3. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
4. Upon approval of this application, the Codes Department will issue a Building/Zoning Permit to the applicant. Such permit and approved plans shall be kept on the premises available for inspection throughout the progress of the work.
5. No building shall be occupied or used in whole or in part for any purposed whatever, until a Certificate of Occupancy, or Certificate of Compliance shall have been granted by the Codes Department
6. Any deviation from the approved plans must be authorized, by the approval of revised plans, subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the variation from the original plans.

OFFICE USE ONLY

Permit Cost Calculations

<input type="checkbox"/> Residential Plumbing repair (\$50)	\$ _____
<input type="checkbox"/> New House Plumbing (\$100)	\$ _____
<input type="checkbox"/> Commercial Plumbing Repair (\$150)	\$ _____
<input type="checkbox"/> Residential Electrical (\$25)	\$ _____
Construction/ S.F: _____	\$ _____
Zoning Cert. of Compliance (\$25)	\$ _____
Sewer Permit (\$100)	\$ _____
Truss Identification Fee (\$50)	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
<i>Checks Payable to: City of Oneida</i> Total \$ _____	

Uses, Zoning, and the PCZBA

Present Principle Use: _____ Will the work being done constitute a change in the principle use of the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No THIS BUILDING PERMIT IS ISSUED SUBJECT TO CERTAIN VARIANCES GRANTED BY THE PCZBA. ATTACHED TO THIS APPLICATION <input type="checkbox"/> Yes <input type="checkbox"/> No THIS BUILDING PERMIT IS ISSUED SUBJECT TO A CONDITIONAL USE PERMIT GRANTED BY THE PCZBA. ATTACHED TO THIS APPLICATION <input type="checkbox"/> Yes <input type="checkbox"/> No
--

LATE CHARGE FEE SCHEDULE

Failure to obtain a proper permit will result in the following late charge fees added to the cost of the permit:

1. Failure to obtain a permit minimum late charge fee shall be \$100.00 for permits up to \$50.00.
2. Failure to obtain permit for any permits over \$50.01, the late charge fee shall DOUBLE the amount of the permit.
3. Failure to pick up and pay for permit within 10 days after issuance, a late charge fee of \$100.00 will be assessed.

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CITY OF ONEIDA

Permit Application

Date: _____

Permit Number: _____

Expiration Date: _____

THIS NOTICE MUST BE PROMINENTLY DISPLAYED ON THE PREMISES TO WHICH IT PERTAINS

Building Permit Inspection Schedule

Issued to: _____

Permitting: _____

At: _____

All work shall be executed in strict compliance with the permit application, approved plans, the Uniform Fire Prevention Code, and all other laws, rules and regulations which apply. The building permit does not constitute authority to build in violation of any federal, state or local law or other rule or regulation.

Notes/Special Instructions:

Empty box for notes and special instructions.

OFFICE USE ONLY:

DO NOT PROCEED BEYOND THESE POINTS UNTIL COUNTERSIGNED BELOW BY THE INSPECTOR

	INITIAL	DATE		INITIAL	DATE
<input type="checkbox"/> ELECTRICAL ROUGH	_____	_____	<input type="checkbox"/> FIRE SAFETY	_____	_____
<input type="checkbox"/> ELECTRICAL FINAL	_____	_____	<input type="checkbox"/> PLUMBING ROUGH	_____	_____
<input type="checkbox"/> ENERGY COMPLIANCE	_____	_____	<input type="checkbox"/> PLUMBING FINAL	_____	_____
<input type="checkbox"/> FINAL	_____	_____	<input type="checkbox"/> PRE-SITE INSPECTION	_____	_____
<input type="checkbox"/> FOOTING	_____	_____	<input type="checkbox"/> SITE	_____	_____
<input type="checkbox"/> FOUNDATION	_____	_____	<input type="checkbox"/> ZONING	_____	_____
<input type="checkbox"/> FRAMING	_____	_____	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> INSULATION	_____	_____	<input type="checkbox"/> _____	_____	_____

PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK AS SET FORTH IN THE PLANS AND SPECS ON FILE IN THE CITY OF ONEIDA CODES OFFICE. ANY AMENDMENTS MADE TO THE ORIGINAL PLANS AND SPECS MUST BE FIRST SUBMITTED TO THE OFFICE FOR APPROVAL.

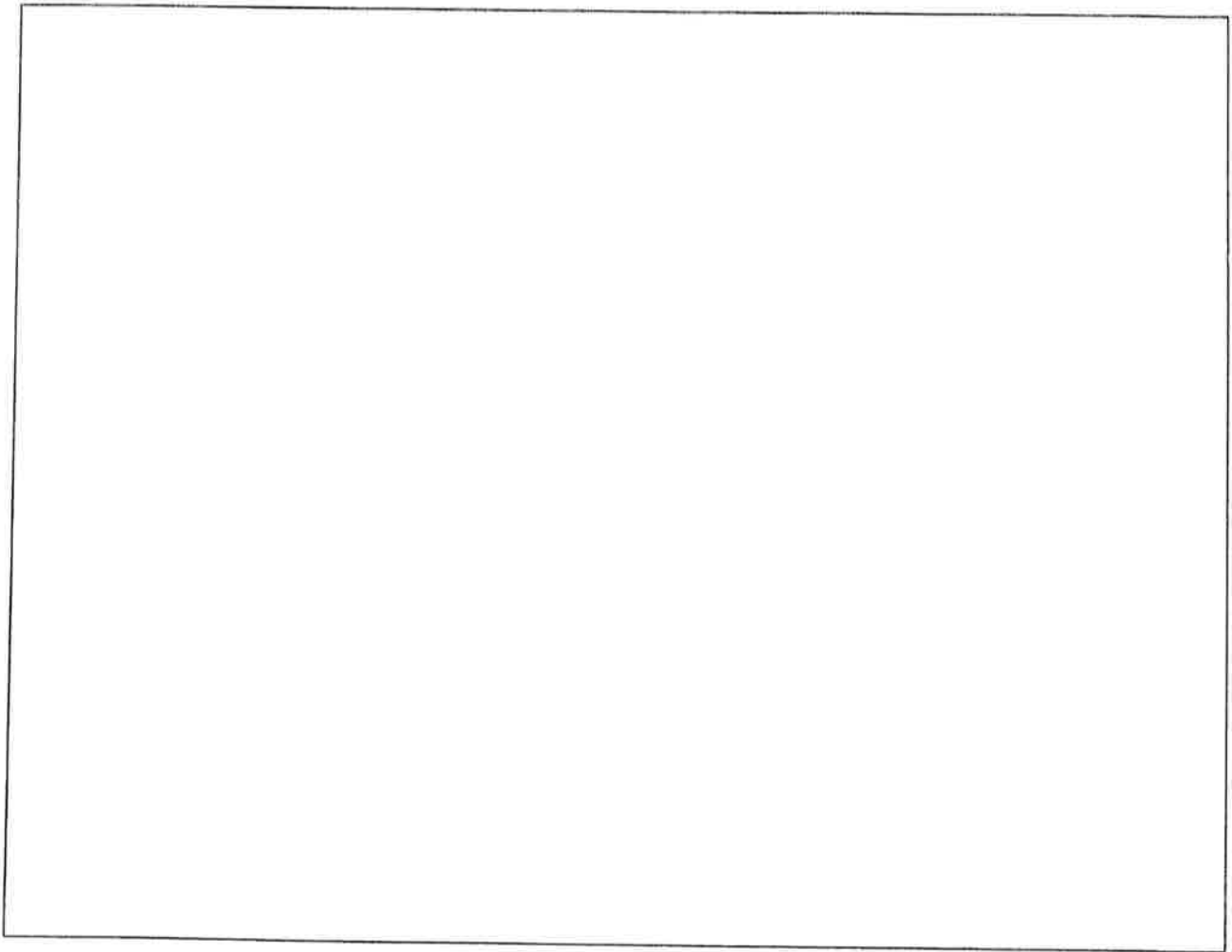
THIS NOTICE MUST BE PROMINENTLY POSTED

DIG SAFELY NEW YORK
800-962-7962

Code Enforcement Officer

Site Plan Drawing*

*See sample for instructions



Please include:

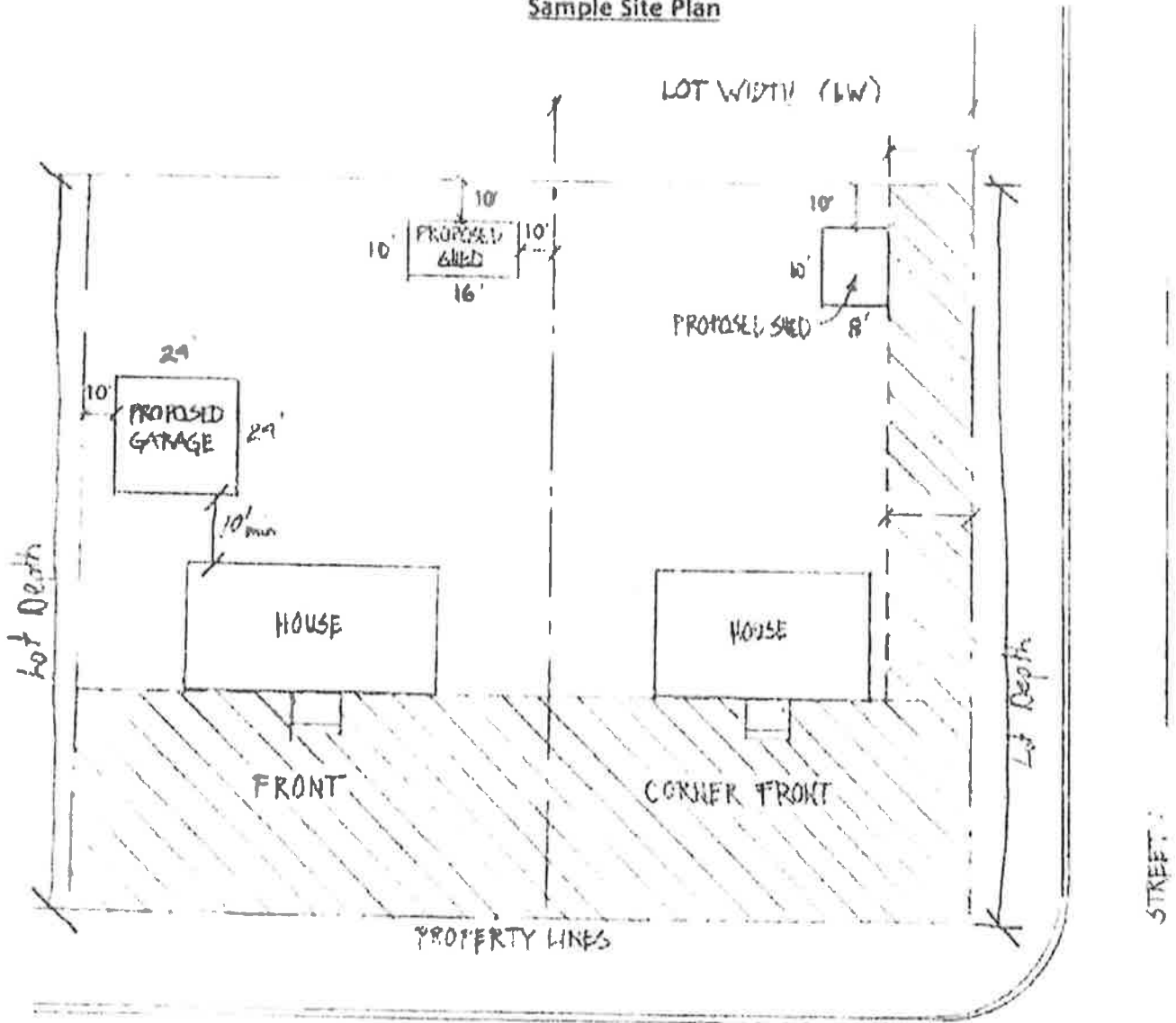
- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions and distances from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and flood plains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities

Additional drawings may be attached if needed.

CITY OF ONEIDA

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Sample Site Plan



Address: _____ Date: _____

Signature of Applicant _____

For Official Use Only:

Date Received: _____

Reviewed by: _____

Building Permit Requirements

Design Criteria (All Structures)

TABLE 1
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD*	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP*	ICE BARRIER UNDERLAYMENT REQUIRED*	FLOOD HAZARD*	AIR FREEZING INDEX*	MEAN ANNUAL TEMP*		
	Speed* (mph)	Topographic effects*	Special wind region*	Windborne debris zone*		Weathering*	Frost line depth*	Termites*							
60	115	NO	NO	NO	A	SEVERE	48"	NO	2	YES	1985	2000	47.7		
MANUAL J DESIGN CRITERIA*															
Elevation		Latitude		Winter heating		Summer cooling		Altitude correction factor		Indoor design temperature		Design temperature cooling		Heating temperature difference	
430		43		2		---		0.993		70		75		2	
Cooling temperature difference		Wind velocity heating		Wind velocity cooling		Coincident wet bulb		Daily range		Winter humidity		Summer humidity		---	
10		15 mph		7.5mph		71		MEDIUM		50		50		---	

Requirements for All

Provide drawings/plans showing how the structure is to be constructed. Drawings must include: structural glazing, electrical plumbing, HVAC and elevations. Architect prepared plans are required if the square footage of the building exceeds 1500 sq.ft. and for alterations in excess of \$20,000 in value. Provide a copy of the Contractor's Liability and Worker's Compensation Insurance. Homeowner is doing the work for which the permit is issued, a BP-1 Exemption Form must be completed. All submission must complete with the applicable provisions of the NYS Building Codes and Energy Conservation Code.

Definitions

New Residential Structures/Alterations - Any construction or renovation to an existing structure other than repair or addition that requires a permit. Also, a change in a mechanical system that involves an extension, addition, or change to arrangement, type or purpose of the original installation that requires a permit.

Additions - An extension or increase in floor area or height of a building or structure.

Provide a survey showing the proposed location of the structure on your property. Please show distances from property lines.

Permit Requirements

Pool Requirements	Shed	Exterior - Porches/Decks
<ul style="list-style-type: none"> • Under 4' requires a fence (including blow up pools) • Removable or locking ladders on all pools. • 3rd Party Electrical Inspection • Copy of Survey with Pool plotted on it or a site plan drawing. • 10' setback from property lines and from any structure. • Pool Contractor's Insurance Certificate 	<ul style="list-style-type: none"> • Copy of Survey with shed plotted on it or a site plan drawing. • Affidavit or Contractor Selection & Insurances CE200. • Completed Application. • 10' setbacks from property lines and any other structures. 	<ul style="list-style-type: none"> • Survey with project plotted on it or a site plan drawing. • Affidavit or Contractor Selection Insurances/ CE200. • Completed Application. • Detailed Drawings. • List of Scope of Work.
Interior Remodel	Demo Permit	
<ul style="list-style-type: none"> • Detailed Drawings. • Completed Application. • Affidavit or Contractor Selection & Insurances/ CE200. • List of Scope of Work. 	<ul style="list-style-type: none"> • Completed Application. • Asbestos Check. • Addendum Sign Off Asbestos. • Contractor Selection & Insurances/CE200. 	

Building Permit Application Checklist

Decks or Porches:

- Diagram of Proposed Deck & Size w/Dimensions
- Material List
- Foundation and Structural Plan
- Railing and Spindle Plan
- Stair and Handrail Plan
- Surrounding Building Check
- Contractor Insurance
- Copy of Survey (When required)
- Site Plan

Swimming Pool

- Diagram of Proposed Deck & Size w/Dimensions
- Copy of Work Proposal
- Fence Plan, Height, Barrier, and Gates
- Third Party Electrical Inspection (When required)
- Contractor Insurance
- Copy of Survey (When required)
- Site Plan

Residential Dwellings:

- Copy of Updated Survey (w/dimensions, of all structures and dwelling)
- Over 1500 sf. Architect Drawings (Stamped and Sealed)
- Under 1500 sf. Plans of Construction w/Prescriptive Methods & Detailed Drawings.
- Third Party Electrical Inspection
- Contractor Insurance
- Site Plan

All Applications require two sets (2) of drawings

Non-Residential Buildings:

- Use of Building
- Site Plan
- Prescriptive Methods of Construction including detailed drawings
- Material List w/Openings
- Third Party Electrical Inspections
- Contractor Insurance
- Copy of Survey

Repairs or Alterations:

- Proposed Plan w/Dimensions
- Third Party Electrical Inspection (When required)
- Contractor Insurance
- Copy of Survey (When required)
- Detailed drawings of Construction Method
- Site Plan

Commercial Building:

- Building, Property Use
- Copy of Updated Survey
- Architectural or Engineers Drawings
- Any Third Part Inspection Required
- Contractor Insurance
- Approval(s) of the PCZBA
- Wind and Seismic Calculations
- Site Plan

All Applications require two sets (2) of drawings

CITY OF ONEIDA

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Required Information With Building Permit Application New Construction

1. Plot plan showing location of proposed on the parcel with dimensions to the property lines.
2. Proof of Workers Compensation/Disability insurance or waiver from contractor.
3. Sewer/Septic Permit Application attached.
4. Two sets of drawings of the proposed construction, including but not limited to:
5. Cross section drawing of proposed construction from the foundation to the roof covering, showing sizes and species of framing materials and foundation type with dimensions.
6. Elevation drawing of structure.
7. Insulation compliance to the New York State Energy Code.
8. Window and Door schedule showing sizes and dimensions.
9. Truss or roof rafter information (i.e. span, size of members, truss certificate).
10. Type of heating equipment.
11. Electrical drawing.
12. Plumbing drawing, Septic design (to be designed by a licensed engineer or land surveyor).
13. Flood elevation certificate (to be completed by a licensed engineer or land surveyor) when applicable.

NOTE: ANY RESIDENTIAL STRUCTURE OVER 1500 SQUARE FEET REQUIRES A STAMPED SET OF PLANS FROM A LICENSED ARCHITECT OR ENGINEER. ANY COMMERCIAL, INDUSTRIAL STRUCTURE OVER \$20,000 IN CONSTRUCTION COST REQUIRES A STAMPED SET OF PLANS FROM A LICENSED ARCHITECT OR ENGINEER.

Other information may be required to show compliance to State and Local Laws.

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ELECTRICAL INSPECTORS FOR THE CITY OF ONEIDA
Updated May 2023

The Inspectors _Camden NY
Steve Glessing- 315-240-1575
Dave Moore 315-523-2696
Robert Mutton 315-271-7206

COMMONWEALTH ELECTRICAL 717-664-2347
INSPECTION SERVICE INC.

Keith Townsend 315-337-2098

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CNY Electrical Inspection Services
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Larry Kinne (315) 633-0027

Middle Department Inspection Agency 315-452-5304
Rome NY
Jerry Bellows 315-734-7207
Frank Mazzara 315-269-7055

Atlantic Inland Inspection Agency
Cortland NY
Mike Meirs 315-723-0684
Mark Peters 315-366-0655