

Town of Sullivan
Building Department/Zoning Department

7507 Lakeport Road Chittenango, New York 13037

Phone: 315-687-5251 Fax: 315-510-2101

INSTRUCTIONS FOR A BUILDING PERMIT APPLICATION

- A. This application must be completely filled out by typewriter or in ink and submitted to the Town of Sullivan Building, Planning and Zoning office.
- B. This application must include **a recent stamped survey showing existing buildings** and proposed new work.
- C. This application must be accompanied by **two (2) complete sets of architectural type** plans and specifications. The plans must show proposed construction, including a set of specifications that shall describe the nature of the work to be performed, the materials and equipment to be used and installed, details of structural, mechanical, electrical, plumbing and fire protective systems installations. **NOTE:** Projects in **excess of twenty thousand** (\$20,000.00) or **over 1,500 sf** must have plans and specifications submitted by *a registered architect* licensed to perform services in New York State. These documents must bear the licensed seal and signature of said architect. **EACH SHEET/PAGE** of the plans **MUST** bear the seal of the registered architect and signature affixed to.
- D. The work covered by this application **SHALL NOT** be commenced prior to issuance of the **Building Permit**.
- E. Building Permits are **required** for any **alterations or new construction**, to include:
Any **addition to the house** (e.g. deck, porch, garage, etc.) Any structural, plumbing, or electrical alterations;
Any **swimming pools** (above ground or in-ground), these also require an Electrical Permit Inspection; there are also certain guidelines for fences for pools; Any **storage shed** (no matter the size); Any **demolition** of buildings, additions, garages, pools, etc.; Any **fireplace, pellet stove, wood stove**, etc., Any **signs (signage) or Any fence**
- F. Upon review and approval of this application, the office of Building, Planning and Zoning will issue a **Building Permit** together with one set of approved plans and specifications. Such permit and the approved plans and specifications shall be kept on the project site premises and made available for inspection throughout the progress of the work.
- G. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy (CO) shall have been granted by the Department of Building, Planning & Zoning.
- H. Workers Liability and Compensation & Disability Certificate where applicable must be filed.
- I. All electrical work is to be inspected by a Town of Sullivan Third Party approved agency. A listing may be obtained at the office of Building, Planning and Zoning.
- J. **All septic system repairs and installs** are to have plans Stamped by an Engineer and submitted for approval by the Madison County Health Department **PRIOR** to Permit.
- K. Payment for the **Building Permit** Application may be by (cash or check), made payable to the **Town of Sullivan**.
- L. Issuance of a permit may be subject to conditions and is subject to time limitations.
- M. The approved **Building Permit expires** twelve (12) months from the date of issuance and at **six (6) months if work is not commenced within that timeframe**.
- N. Failure to comply with applicable construction regulations and codes may result in the withholding of the Certificate of Occupancy/Certificate of Compliance.
- O. Submission of any false information or misrepresentation may be a violation of law and may result in permit revocation.

APPLICATION FOR PERMIT

FOR TOWN USE ONLY		Permit No. _____
Date Submitted _____	Tax Map No. _____	Permit Fee \$ _____
Approved _____	Zoning District _____	Sewer Connection Fee \$ _____
Denied _____	Septic Approval? Y / N	Planning Board? Y / N Zoning Board? Y / N
Approved By _____ <i>**Conditions of Approval</i>		

Print or Type clearly and fill in all spaces that apply!

Application is hereby made for the issuance of a 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 of any building or premises or part thereof in the Town of Sullivan.

Address of Property: _____	Zip Code: _____																								
Lot Number: _____																									
PROPERTY OWNER																									
Name: _____	Phone #: _____																								
Address (City/State/Zip): _____	E-mail: _____																								
Applicant Name: _____ Phone #: _____																									
Address: _____	E-mail: _____																								
Architect/Engineer/Other Name: _____ Phone #: _____																									
Address: _____	E-mail: _____																								
Name of Contractor: _____ Phone #: _____																									
Address (City/State/Zip): _____	E-mail: _____																								
Contractor to attach a copy of Certificate of Insurance including liability and workers compensation or NYS exemption certificate.)																									
Nature of Work (check all applicable – work not identified will require separate application form.)																									
<table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> New building</td><td><input type="checkbox"/> Generator</td><td><input type="checkbox"/> Addition</td><td><input type="checkbox"/> Alteration/Repair</td><td><input type="checkbox"/> Fire Repair</td><td><input type="checkbox"/> Fireplace/stove</td></tr><tr><td><input type="checkbox"/> Deck</td><td><input type="checkbox"/> Demolition/Removal</td><td><input type="checkbox"/> Roofing</td><td><input type="checkbox"/> Swimming Pool/Spa</td><td><input type="checkbox"/> Foundation</td><td><input type="checkbox"/> Mechanical (MPE) work</td></tr><tr><td><input type="checkbox"/> Shed</td><td><input type="checkbox"/> Fire Protection System</td><td><input checked="" type="checkbox"/> Fence</td><td><input type="checkbox"/> Occupancy Change</td><td><input type="checkbox"/> Electrical</td><td><input type="checkbox"/> Grading/Sitework</td></tr><tr><td><input type="checkbox"/> Garage</td><td><input type="checkbox"/> Polebarn</td><td colspan="4"><input type="checkbox"/> All Others (Describe)</td></tr></table>		<input type="checkbox"/> New building	<input type="checkbox"/> Generator	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Fire Repair	<input type="checkbox"/> Fireplace/stove	<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> Roofing	<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Foundation	<input type="checkbox"/> Mechanical (MPE) work	<input type="checkbox"/> Shed	<input type="checkbox"/> Fire Protection System	<input checked="" type="checkbox"/> Fence	<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Electrical	<input type="checkbox"/> Grading/Sitework	<input type="checkbox"/> Garage	<input type="checkbox"/> Polebarn	<input type="checkbox"/> All Others (Describe)			
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<input type="checkbox"/> Garage	<input type="checkbox"/> Polebarn	<input type="checkbox"/> All Others (Describe)																							
Describe proposed work, including use and size of all items checked above:																									
The application must contain all information found on the handout sheet to be considered complete and to be processed.																									
Parcel type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other Square Feet: _____																									
**Site Plan/Survey Required showing Distances to ALL decks, sheds, other structures and Property Lines																									
Electrical Application #: _____	Third Party Agency: _____																								
Plumber: _____	Mechanical Contractor: _____																								
Estimated VALUE of all work, materials and labor for the work under this application: \$																									
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No																									

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit 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.

Owner Signature _____ Signature of Applicant: _____

FENCES AND WALLS IN RESIDENTIAL DISTRICTS

Town Code 275-8

Amended 12-17-2014 by L.L. No. 10-2014

(1)

Except as otherwise provided in the Zoning Schedule, fences and walls are permitted in residential districts, but in no case shall they exceed four feet in height in front and side yards (including lakefront lots), and shall not exceed six feet in height in rear yards.

(2)

Fences and walls shall be located a minimum of one foot from front, side and rear lot lines.

(3)

The good (flat) side of the fence shall face outward toward neighboring properties and public and private roadways while the bracketed side of the fence shall face inward and/or remain enclosed.

(4)

For lakefront lots, fences erected on the lakeside yard of the lot are limited to four feet in height and shall be constructed of chain link material or customary split rail fencing from the building line to ensure the least impact to lake views for surrounding properties and allow for reasonably unobstructed view of the lake (a minimum of 80% open view). Notwithstanding Subsection **F(1)** above, fences in rear lots of lakefront properties shall also be limited to four feet in height.