



Building Permit Application

PRIOR TO COMPLETING THIS APPLICATION in order to assist you more efficiently, it is recommended that you set up a date and time to review your project and application with the Code Enforcement Officer at (607) 962-0340 ext 4.

******Please Read ALL of the Instructions Carefully Before Proceeding******

APPLICATION INSTRUCTIONS

I. General

1. The application must be completely filled in by typewriter or in ink and submitted with the required information to the Code Enforcement Office for approval. The maximum size of the drawings submitted shall be 11" x 17". Insufficient detail may cause your application to be delayed or denied. Plans required for submission vary depending on the project.
2. Provide a signed copy of the contract between the owner and the contractor doing the work.
3. After review of the application, a determination will be issued for approval or denial of a building permit
4. The work covered by this application shall not be commenced before the issuance of a building permit.
5. Upon approval of the application, a building permit can be obtained. Such permit shall be conspicuously posted on the premises, visible from a street or public right of way, and available for inspection throughout the progress of the work.
6. Costs for work described in the application for a building permit include the cost of all of the construction and other work done in connection therewith. If the final cost exceeds the estimated cost, an additional fee may be required before the issuance of a Certificate of Compliance or Certificate of Occupancy.
7. 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 for the additional work.
8. All work MUST conform to the Code of the City of Corning, the New York State Uniform Fire Prevention and Building Code, and all other applicable laws.
9. The building permit becomes VOID twelve months after issuance, unless otherwise specified on the permit.
10. If construction does not commence within six months after issuance of a building permit, the permit shall become VOID.
11. A CERTIFICATE OF COMPLIANCE OR A CERTIFICATE OF OCCUPANCY MUST BE ISSUED AFTER COMPLETION OF THE WORK.

II. Inspections Required

Each Project requires a different set of inspections. Required Inspections are displayed on the Permit.

Typically, they might include:

1. Site Layout
2. Footings and Foundation walls - when forms and reinforcement are in place, before pour.
3. Rough Electrical, Rough Plumbing, Rough Mechanical - before this system is closed in by insulation, drywall or similar.
4. Framing - after framing is complete and all systems are complete
5. Energy Code - insulation, windows, sealing, and vents are inspected
6. Sheetrock - before and after taping
7. Fire Safety Systems - Testing and inspections depend on the system
8. Final - after all work is finished before the dwelling is occupied. This inspection is done after all the final system inspections are done (electrical, plumbing, mechanical, etc.).

To contact an inspector, use the numbers above. Allow 24 to 48 hours for a response. Voice mail and Email messages are not an acceptable contact. You MUST set up an inspection date and time with the inspector.

III. Code Questions

The Code Enforcement Officers are generally in the office weekdays from 8:00 AM to 9:00 AM and from 1:00 PM to 2:00 PM; They are in and out of the office at other times, so an appointment is necessary. If our inspectors are not available to answer your questions at the office or by phone, they will return your call.

DO NOT SUBMIT THIS APPLICATION IN THE SAME PACKAGE WITH ANY OTHER APPLICATION (PLANNING COMMISSION, SIGN, ZBA, PERMIT, ETC.), EACH APPLICATION SHALL BE SUBMITTED SEPARATELY. YOUR APPLICATION WILL NOT BE ON THE AGENDA IF YOU FAIL TO SUBMIT APPLICATIONS SEPARATELY.

Pursuant to the Industrial Code Rule 56, an asbestos survey or inspection is required prior to any building or structure demolition, remodeling, renovation, or repair projects.

Please contact the Asbestos Control Bureau - Syracuse Office (315) 479-3215 with further questions.

ONE (1) COPY, PLUS AN ELECTRONIC PDF OF ALL INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION

General Application Information

Total Cost of Project: _____

<i>Information Needed</i>	<i>Description</i>
Address of Work Site:	
Tax Map Number:	
Existing Occupancy:	Proposed Occupancy:
Zone District: (Check one)	<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> MR <input type="checkbox"/> RT <input type="checkbox"/> C <input type="checkbox"/> CL <input type="checkbox"/> I <input type="checkbox"/> BD <input type="checkbox"/> PC <input type="checkbox"/> PDD
Owner's Name:	Email:
Owner's Address:	Phone:

Project Contact Person: _____	Phone: () _____	Fax: () _____
Business: _____		
Address: _____		E-Mail: _____

General Project Description: _____

Applicant Signature

I am familiar with the City of Corning Code and the New York State Building Code requirements related to this project and do hereby agree to abide by them. I hereby apply under the Code of the City of Corning for a building permit as set forth herein, and I certify that the statements contained in this application are true to the best of my knowledge and belief.

A permit, under which no work has commenced within six (6) months after issuance, shall expire by limitation. Furthermore, a permit that no Certificate of Occupancy or Certificate of Compliance has been issued within eighteen (18) months after issuance shall expire by limitation. Under either circumstance a new building permit may be required before work can begin or be completed.

I, the undersigned, do understand that a Certificate of Occupancy or a Certificate of Compliance is required after completion of the work performed under the permit and will NOT be issued unless the required inspections are performed, and that I am to call the Code Enforcement Office at least 24 hours in advance for inspection as I complete each of the above, voice mail requests for inspections will not be scheduled. I understand that I am not to proceed further with work until each inspection is made, and authorization granted by the Code Enforcement Official.

Applicant's Name: _____ (Owner) (Lessee) (Agent)

Address (if not owner) _____ Phone Number _____

Applicant's E-mail Address: _____

Signature of Applicant _____ Date: _____

Applicant signature will suffice as signature on permit

Owner Affidavit

I, _____ As owner of the property do hereby authorize the applicant to act as my agent in submitting this building permit application to the City of Corning. I understand that I am the owner of record responsible for the permit application submitted by the applicant referenced herein. I hereby authorize and consent the City of Corning to inspect as necessary before, during and after construction to confirm compliance with all applicable regulations.

Property Owners Signature

_____/_____/_____
Date

Occupancy Description

Residential Code	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Two Family Dwelling
Building Code		
<input type="checkbox"/> A1 - Assembly, fixed seating, for viewing <input type="checkbox"/> A2 - Assembly, food and drinking <input type="checkbox"/> A3 - Assembly, recreation & amusement <input type="checkbox"/> A4 - Assembly, indoor sports <input type="checkbox"/> A5 - Assembly, outdoor activities <input type="checkbox"/> B - Business <input type="checkbox"/> E - Education through 12 th grade <input type="checkbox"/> F1 - Factory Moderate Hazard <input type="checkbox"/> F2 - Factory Low Hazard	<input type="checkbox"/> H1 - Hazard, detonation <input type="checkbox"/> H2 - Hazard, deflagration, accelerated burn <input type="checkbox"/> H3 - Hazard, combustion or physical <input type="checkbox"/> H4 - Hazard, health <input type="checkbox"/> I1 - Institutional, 24 hr Supervised, >16 <input type="checkbox"/> I2 - Institutional, 24 hr Care, >5 <input type="checkbox"/> I3 - Institutional, under restraint <input type="checkbox"/> I4 - Institutional, Day Care <input type="checkbox"/> M - Mercantile	<input type="checkbox"/> R1 - Multiple Dwelling - transient <input type="checkbox"/> R2 - Multiple Dwelling - permanent <input type="checkbox"/> R3 - 2 Dwelling Units or less <input type="checkbox"/> R4 - Multiple Dwelling - adult care <input type="checkbox"/> S1 - Storage, Moderate Hazard <input type="checkbox"/> S2 - Storage, Low Hazard <input type="checkbox"/> U - Utility, Miscellaneous

	CONTRACTOR NAME	ADDRESS	TELEPHONE	EMAIL
General				
Carpenter				
Plumber				
Mechanical				
Electrician				

Notification of Truss Type, Pre-engineered Wood or Timber Construction - Check ALL that apply.		<input type="checkbox"/> N/A
<input type="checkbox"/> Truss Type Construction	<input type="checkbox"/> Floor framing, including girders and beams (F) <input type="checkbox"/> Roof framing (R) <input type="checkbox"/> BOTH Floor framing and roof framing (FR)	
<input type="checkbox"/> Pre-engineered Wood Construction	<input type="checkbox"/> Floor framing, including girders and beams (F) <input type="checkbox"/> Roof framing (R) <input type="checkbox"/> BOTH Floor framing and roof framing (FR)	
<input type="checkbox"/> Timber Construction	<input type="checkbox"/> Floor framing, including girders and beams (F) <input type="checkbox"/> Roof framing (R) <input type="checkbox"/> BOTH Floor framing and roof framing (FR)	

Information to be submitted for approval Neat, clean, complete plans are essential. Plan should be to scale. Typical plans that you will need: This is not an all inclusive list of drawings that may be required, contact our office to verify what drawings may be required.

<p>1. Site Plan</p> <ul style="list-style-type: none"> ◆ Property lines ◆ Setbacks required ◆ Location of all buildings, structures driveways, etc. ◆ The proposed finish grade at all corners of the building. ◆ Finished elevation must provide a 6" fall in the first 10' ◆ Other site information required by the Zoning <p>2. Foundation Plan</p> <ul style="list-style-type: none"> ◆ Type of foundation concrete, block, wood, etc. ◆ Reinforcement used ◆ Waterproofing of foundation ◆ Grade at foundation ◆ Foundation Drainage systems ◆ Anchor bolts: the sill or floor system shall be anchored to the foundation <p>3. Floor Plan(s)</p> <ul style="list-style-type: none"> ◆ Existing and proposed floor plans with dimensions and room labels ◆ All door and window openings, door swings, and types. ◆ All beam and header sizes, and location on plans ◆ Fire Separations ◆ Smoke Detectors. ◆ Insulation 	<p>4. Electrical, Plumbing and Mechanical Drawings</p> <p>5. Fire Protection - Sprinkler, Fire Alarm etc.</p> <p>6. Elevations</p> <ul style="list-style-type: none"> ◆ Building Sections ◆ Each exterior wall of the building ◆ Elevations of interior spaces (kitchen, bath) <p>7. Stair Section Detail</p> <ul style="list-style-type: none"> ◆ Riser and tread dimensions ◆ Total rise and run dimensions ◆ Ceiling height clearances ◆ Handrails <p>8. Framing Plan</p> <ul style="list-style-type: none"> ◆ Size, spacing and span of all structural members ◆ All supporting beams, walls, columns and headers ◆ Wood species and grade of lumber ◆ Connections and bolting details <p>9. Roof and Floor truss drawings.</p> <p>10. Energy Code Compliance</p> <p>11. Signed contract between owner and contractor</p>
--	--