



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 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.
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. Special Inspections - Structural Steel, Concrete, Wood framing, Soils, Seismic. Spray on fireproofing, etc.
4. Rough Electrical, Rough Plumbing, Rough Mechanical - before this system is closed in by insulation, drywall or similar.
5. Framing - after framing is complete and all systems are complete
6. Membrane and Through penetrations of walls and floors
7. Energy Code - insulation, windows, sealing, and vents are inspected
8. Sheetrock - before and after taping
9. Fire Safety Systems - Testing and inspections depend on the system (Sprinkler, Fire Alarm, Smoke Control, Elevator, etc.)
10. Final - after all work is finished before the building is occupied. This inspection is done after all the final system inspections are done (electrical, plumbing, mechanical, etc.).

To contact an inspector, call (607) 962-0340 ext 4. Allow 24 to 48 hours for a response. Voicemail 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

City of Corning General Building Permit Application

General Information	
Address of Work Site:	<input type="checkbox"/> Landmark
Tax Map Number:	
Zone District:	<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:
Existing Occupancy:	Proposed Occupancy:
<input type="checkbox"/> Has Sprinkler <input type="checkbox"/> Has Fire Alarm <input type="checkbox"/> # of Elevator(s) _____.	

Type of Project (Check all that apply)		
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alterations / Renovations / Repairs <input type="checkbox"/> Change of Occupancy – Commercial <input type="checkbox"/> Change of Occupancy – To a 1 or 2 unit <input type="checkbox"/> Change of Occupancy – To a Multiple Dwelling <input type="checkbox"/> Change of Occupancy – New Dwelling Units <input type="checkbox"/> Demolition – Complete Structure	<input type="checkbox"/> Roofing / Re-roof - _____ square <input type="checkbox"/> Structural Repair / Replace <input type="checkbox"/> Tank Installation / Removal <input type="checkbox"/> Garage / Shed / Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Swimming Pool / Hot Tub <input type="checkbox"/> Fence - _____ lineal feet <input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Wood/Pellet stove / Solid fuel stove <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC / Mechanical <input type="checkbox"/> Fire Alarm / Sprinkler System <input type="checkbox"/> Hood / Other Suppression System <input type="checkbox"/> Elevator <input type="checkbox"/> Other _____

Construction Type (A = Protected, B = Unprotected)				
<input type="checkbox"/> IA-Noncombustible	<input type="checkbox"/> IB-Noncombustible	<input type="checkbox"/> IIIA-Exterior Walls Noncombustible	<input type="checkbox"/> IV – Heavy Timber	<input type="checkbox"/> VA – Wood Frame
<input type="checkbox"/> IIA-Noncombustible	<input type="checkbox"/> IIB-Noncombustible	<input type="checkbox"/> IIIB-Exterior Walls Noncombustible		<input type="checkbox"/> VB – Wood Frame

Total Cost of Project: _____ Total Project Square Feet: _____

Project Duration: _____ Months / Years . Expected Completion Date: _____.

General Project Description:

I am familiar with the City of Corning Code and the NYS Building Code requirements related to this project and hereby agree to abide by them. I hereby apply for a building permit and certify that the statements contained in this application are true to the best of my knowledge and belief.

I understand - that my permit, will expire by limitation if no work has commenced within six (6) months after issuance, and that my permit will expire if a Certificate of Occupancy or Certificate of Compliance has not been issued within twelve (12) months after issuance of the permit. Under either circumstance a new building permit and fee may be required before work can begin or be completed.

I, understand that a Certificate of Occupancy / Compliance is required after completion of the work 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 inspections identified on the permit, voicemail or email requests for inspections will not be accepted. 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 the signature on the 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 enter upon my property without a search warrant to inspect as necessary before, during and after construction to confirm compliance with all applicable regulations.

Property Owners Signature

_____/_____/_____.
Date

Occupancy Classification

Residential			<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Two Family Dwelling
Commercial <input type="checkbox"/> Mixed Use - (Check all that apply)			<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"/> H5 - Hazard, Semiconductor facilities <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
<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		

	CONTRACTOR NAME	ADDRESS	TELEPHONE	EMAIL
General				
Carpenter				
Plumber				
Mechanical				
Electrician				

Liability, Workers Compensation and Disability Insurance Certificates are required for all contractors working on the site

Notification of Truss Type, Pre-engineered Wood or Timber Construction - Check ALL that apply.				<input type="checkbox"/> N/A
<input type="checkbox"/> Truss Type	<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	<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	<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)	

Energy Code Compliance	
<input type="checkbox"/> To the best of my knowledge and belief all work under this application is in compliance with the NYS Energy Code Code Compliance Path (choose one) <input type="checkbox"/> NYS Energy Code <input type="checkbox"/> ASHRAE	
<input type="checkbox"/> To the best of my knowledge and belief, all work under this application is exempt from the NYS Energy Code due to the following;	
<input type="checkbox"/> Storm windows installed over existing fenestration	<input type="checkbox"/> Construction where the existing roof, wall or floor cavity is not exposed
<input type="checkbox"/> Glass only replacements in an existing sash and frame	<input type="checkbox"/> Reroofing where neither the sheathing nor the insulation is exposed
<input type="checkbox"/> Existing cavities exposed will be filled with insulation	<input type="checkbox"/> Less than 50% of the lights replaced and lighting power not increased
	<input type="checkbox"/> Historic Building

Building Square Footages <input type="checkbox"/> N/A	Use(s)	Existing Sq.Ft	Proposed Sq.Ft.	Total Sq.Ft.
Basement				
First Floor				
Second Floor				
Third Floor				
All Other Floors				
Decks, Covered Patios, pools, etc.				
Garage, shed, accessory buildings				
Heating System Type	<input type="checkbox"/> Forced Air	<input type="checkbox"/> HW Boiler	<input type="checkbox"/> Steam Boiler	<input type="checkbox"/> Electric <input type="checkbox"/> Other _____

Building Data <input type="checkbox"/> N/A	# of Bedrooms	# of Bathrooms	# of Kitchens	# of Other Rooms
Basement				
First Floor				
Second Floor				
Third Floor				
All Other Floors				

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 HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic effects	Special wind region	Windborne debris zone		Weathering	Frost Line Depth	Termite					
42	110-123	No	No	No	A	Severe	36"	Mod - High	1	Yes	See Flood Map	1361	47

MANUAL J DESIGN CRITERIA (6734 Heating Degree Days)

Elevation	Latitude	Winter Heating	Summer Cooling	Altitude Correction Factor	Indoor Design Temperature	Design Temperature Cooling	Heating Temperature Difference
955	42	3°	87°	0.978	70°	75°	67°
Cooling Temperature Difference	Wind Velocity Heating	Wind Velocity Cooling	Coincident Wet bulb	Daily Range	Winter Humidity	Summer Humidity	
12°	15	7.5	70	Medium	50%	22GR@50%RH	-

THIS PAGE IS FOR YOUR INFORMATION - DO NOT SUBMIT THIS WITH YOUR APPLICATION

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.)

1. Site Plan

- ◆ Property lines
- ◆ Setbacks proposed and required
- ◆ Location of all buildings, structures driveways, etc. with dimensions
- ◆ Location of electric, gas, water meters
- ◆ Location of utilities above ground and underground
- ◆ Location of curb cuts, driveways and sidewalks
- ◆ 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 City of Corning Zoning

2. Foundation Plan

- ◆ Type of foundation concrete, block, wood, etc.
- ◆ Section View of foundation
- ◆ Reinforcement used, horizontal, vertical, type, spacing etc.
- ◆ Waterproofing of foundation
- ◆ Grade at foundation
- ◆ Foundation Drainage systems
- ◆ Anchor bolts: sill or floor system shall be anchored to the foundation

2.Floor Plan(s)

- ◆ Floor plans of each story
- ◆ Existing and proposed floor plans with dimensions and room labels
- ◆ All door and window openings, egress windows, door swings, with sizes and types.
- ◆ All beam and header sizes, and location on plans
- ◆ Fire Separations
- ◆ Smoke Detectors.
- ◆ Insulation, wall, ceiling, floor
- ◆ Wall sections with details, framing, drywall etc.
- ◆ Attic access location and size
- ◆ Room names and dimensions

4. Electrical, Plumbing and Mechanical Drawings

- ◆ Devices, ducts, lines, sizes, locations, cleanouts
- ◆ BTU ratings, efficiencies,
- ◆ Panel schedules, etc.
- ◆ Duct and pipe insulation

5. Fire Protection - Sprinkler, Fire Alarm etc.

- ◆ Layouts and shop drawings

6. Elevations

- ◆ Building Sections
- ◆ Each exterior wall of the building
- ◆ Elevations of interior spaces (kitchen, Bath, etc.)

7. Stair Section Detail

- ◆ Riser and tread dimensions
- ◆ Total rise and run dimensions
- ◆ Ceiling height clearances
- ◆ Handrails and guardrails

8. Framing Plan

- ◆ Size, spacing, species and span of all structural members
- ◆ Wall, floor and roof framing
- ◆ All locations and sizes of supporting beams, walls, columns and headers
- ◆ Wood species and grade of lumber
- ◆ Connections and bolting details
- ◆ Sheathing sizes, fasteners and spacing

9. Roof and Floor truss drawings.

10. Energy Code Compliance

11. Signed contract between owner and contractor

12. Statement of Special Inspections

13. Flood Hazard information - areas, floodways, elevations, etc.