

**Department of Codes & Zoning
Building Permit Application**

**Village of Jordan
7 Mechanic Street
P.O. Box 561
Jordan, New York 13080
codes@villageofjordan.org
315-374-3631 Harold Gilfus, Code Officer**

Application is hereby made to the Village of Jordan for the issuance of a building permit, pursuant to the municipal code for construction of buildings, additions, or for the removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

No building shall be occupied or used in whole or in part for any purpose what so ever, until certificate of compliance and/or certificate of occupancy shall have been issued by the Code Enforcement Officer.

Street Name and number/Site Location

(Tax Map Number)

**Project Description and Cost: (please submit plot plan & construction drawings with application)
Attach additional sheets**

PROJECT ESTIMATE COST: \$ _____

Plot plans and construction drawings should show the following:

- 1) The distance of the proposal from all lot lines.**
- 2) The distance of the proposal from any structure including neighboring structures.**
- 3) The maximum percentage of the lot to be covered by building(s)**
- 4) Utilities, gas/electric/telephone/cable/septic/wells/waterlines, etc.**

Applicant shall provide proof of liability and worker's compensation insurance or proof of exemption per chapter 439, section 125 of the N.Y. State General Municipal Laws (www.wcb.state.ny.us)

Owner/Contractor Contact Information

Property Owner _____ Contractor/Agent/Lessee _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Phone Number _____ Phone Number _____

Architect/Engineer _____ Site Foreman & Phone Number _____

Property Information

Floodplain: Yes/No

Existing Use and Occupancy

Zoning classification of lot

Lot Size:

Foundation type

Garage type

Basement/ frost wall / slab Attached / detached / none

Square footage habitable space

Non-habitable space

Number of rooms

Number of sleeping rooms

Number of bathrooms

Type of A/C

Type of Heating

Type of Fuel: Propane Oil Natural Gas

Commercial/ business information (new or existing)

Type of occupancy

Fire Alarm System

Sprinkler System (Yes/No/Type)

The foregoing is hereby certified to be corrected, true and full answers to the several questions to which they relate, and the undersigned hereby agrees in the event the permit is granted, to comply with the provisions of the local laws and codes enacted by the Board of Trustees of the Village of Jordan, the State of New York and with all other ordinances and regulations, and all rules and regulations of the Onondaga County Health Department.

Date _____

Signature _____



NEW YORK STATE
GENERAL MUNICIPAL LAW
SECTION § 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them...
 - (a) is the applicant, or
 - (b) is an officer, director, partner or employee of the applicant, or
 - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor. Section eight hundred six of the General Municipal Law added by this act, shall apply only to application, petitions or requests as described therein which are submitted on or after the effective date of this act.

This act shall take effect September 1, 1969.

AFFIDAVIT

STATE OF NEW YORK COUNTY OF ONONDAGA

_____ being duly sworn, deposes and says:

I have reviewed §809 of the General Municipal law, a copy of which has been furnished to me by the Village Clerk, and I am familiar with the provisions contained herein

No Town of Elbridge, Village of Elbridge, Village of Jordan or any officer or employee of Onondaga County, as defined in Section 809 of the General Municipal Law, has any interest in this application. OR If a state officer, employee of the Town of Elbridge, Village of Elbridge, Village of Jordan or any officer or employee of Onondaga County as defined in Section 809 of the General Municipal Law, has any interest in the person, partnership or association creating the application to which this affidavit is attached, give the complete details in the following paragraph.

Signature _____ Date _____

Sworn to before me this _____ day of _____, 20__

Notary Public

Department of Codes & Zoning
Building Permit Application

DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

NEW HOMES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) Sets of plans showing construction — architectural stamp if larger than 1500 sq. ft. or greater than \$20,000.
- Electrical Permit Application issued by Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection or Atlantic Inland Insp.
- Plumbing permit from Onondaga County Health Plumbing Control (O.C.H.D. 4894 Onondaga Rd, Syracuse. (315-435-6600)
- Septic system approval from Onondaga County Health Department
- Water meter receipt from Village (if applicable)
- Driveway permit from applicable State, County or Town agency [once approved, submit a written request for physical number]

Mobile Homes Procedure Of Installations

- Application for permit
- A plot plan with all appropriate dimensions, include any decks or sheds,
- Proof of Engineered Certified Pad
- Proof of certified installer and license number
- Copy of certified installer's proof of Workman's Comp and Liability
- A copy of the park's authorization of the project,
- Include lot number, house year and model as well as its floor plans and dimensions. Also include entire cost of project.
- Include pier layout and tie-downs with dimensions for both
- Include Specifications on tie downs that will be used.
- An electrical inspection will be conducted by a third-party inspector that will provide proof of inspection of not only the service disconnect, but the main panel inside the home.
- Code Official will inspect using the enclosed NCBCS ANSI 225.1-1994 Compliance Inspection form at certain periods of the installation. BEFORE SKIRTING IS INSTALLED- CEO to check piers with no frost in ground, vapor barrier, insulation' plumbing/ gas connections
- Code Official final inspection will include but won't be limited to Lot # posted on home, skirting and its ventilation, interior and exterior covers on ALL electrical fixtures and boxes/devises, windows doors work properly, fire extinguishers, smoke alarms/ CO alarms work properly. Certified Installers Seal inside appropriate closet of home, a digital photo will be taken of this. Make sure you are aware of the chart on page 3 of the compliance inspection. It asks for the serial # as well as Installer information. It is the park's requirement to provide this information.

FENCES

- Application for permit
- Survey of property showing locations of all current/ proposed structures, showing location of fence including height and type of fence

DECKS

- Application for permit
- Plan showing how the deck is constructed (size and location of posts, beams, joists, decking and railing)
- Survey of property showing locations of all current/proposed structures
- Deck rails are required at 30" or more above finished grade
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SWIMMING POOLS / HOT TUBS

- Application for permit
- Survey of property showing locations of all current/ proposed structures
- Plans or specs indicating type of pool, enclosure or height and type of fence surrounding pool
- Electrical permit application from Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC

SHEDS / BARNES / GARAGES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Plans showing construction or brochure from place of purchase
- Village of Jordan requires permits for all buildings. Playhouses/swings exempt
- Electrical permit application (if applicable)

TOWERS – CELL / RADIO / ETC

- Application for permit
- Survey if property showing location of current/ proposed structures
- Plans or specs showing details
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Approval form Town & Village Zoning Boards

FIREPLACES / WOOD STOVES

- Application for permit
- Electrical permit application (if applicable) from Middle department Inspection Agency, Inc. The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Copy of Manufacturers installation instructions and safety specifications
- Copy of survey of exterior chimney

ADDITIONS

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Other items as applicable to new homes

REMODELING AND INTERIOR RENOVATIONS

- Application for permit
- Other items as applicable for New Homes
- New roofs and siding require permits — no fee however
- All structural work permit required
- Cosmetic or nonstructural interior work including replacement windows and steps or any exterior repairs do not require permits
- Electric inspections always required for any new work
- County Plumbing control permit required for any plumbing work include hot water heater and any fixture

COMMERCIAL / BUSINESS STRUCTURES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) sets of architectural engineered plans
- Approval of planning/zoning board(s)
- Insurance information for all contractors involved in project
- Approved septic/sewage plan from Onondaga County Health Dept.
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC

TOWN OF ELBRIDGE**Fee Schedule****Description Account Type Flat Rate Unit**

Residential Change of Use	F	25.00	0.000	each
Residential Deck with no railing or roof	B	15.00	0.080	sq foot
Residential Deck with railing/roof or	B	15.00	0.100	sq foot
Residential Demolition	B	15.00	0.040	sq foot
Fence	B	25.00	0.050	foot
Residential Garage shed or pole barn	B	25.00	0.100	sq foot
Residential Heating Device/Chimney	F	25.00	0.000	each
Residential Dwelling or Addition	B	25.00	0.200	sq foot
Mobile Home	B	30.00	0.200	sq foot
Residential Renovation or Reconstruction	B	25.00	0.200	sq foot
Sign	B	15.00	1.000	sq foot
Swimming Pool – Above Ground	F	35.00	0.000	each
Swimming Pool – In Ground	F	65.00	0.000	each
Unlisted Projects (per inspection)	F	20.00	0.000	each
Extension of Permit	F	35.00	0.000	each
Commercial Building or Addition/	B	25.00	0.250	sq foot
Commercial Change of Use	F	25.00	0.000	each
Commercial Fencing	B	15.00	0.050	foot
Commercial Renovations or	B	25.00	0.150	sq foot
Towers (cellular, radio etc.)	F	450.00	0.000	each
Commercial Unlisted Projects (per	F	25.00	0.000	each
Temporary Storage	F	10.00	0.000	each
Municipal Waiver (no fee)		0.00	0.000	each
Commercial Pole Barn/Storage	B	15.00	0.100	sq foot
Agricultural Use	F	0.00	0.000	each
Solar panels up to 12 kw	F	50.00	0.000	each
Solar panels 13 to 20 kw	F	100.00	0.000	each
Solar Facility Over 20 kw per Special	F	350.00	0.00	each

VILLAGE OF JORDAN
Fee Schedule
Description Account Type Flat Rate Unit

Description	Account	Type	Flat	Rate	Unit
Residential Antenna or Satellite Dish	F		25.00	0.000	each
Residential Change of Use	F		25.00	0.000	each
Deck/Porch no railing or roof	B		25.00	0.040	sq foot
Deck/Porch with railing or roof	B		15.00	0.100	sq foot
Demolition	B		15.00	0.040	sq foot
Excavation/Fill/Grading	B		15.00	0.100	sq foot
Fence	F		15.00	0.040	each
Residential Garage or Storage Building	B		25.00	0.100	each
Heating Device/Chimney	F		10.00	0.000	each
House Addition	B		25.00	0.200	sq foot
Residential Pole Barn	B		15.00	0.100	sq foot
Renovations or Reconstruction	B		25.00	0.100	sq foot
Shed	B		15.00	0.050	sq foot
Sign	B		15.00	1.000	sq foot
Swimming Pool – Above Ground	F		35.00	0.000	each
Swimming Pool – In Ground	F		65.00	0.000	each
Unlisted Projects (per inspection)	F		20.00	0.000	each
Extension of Building Permit	F		35.00	0.000	each
Commercial Building or Addition	B		25.00	0.200	sq foot
Commercial Change of Use	F		25.00	0.000	each
Commercial Pole Barn/Storage	B		25.00	0.100	sq foot
Commercial Renovations or	B		25.00	0.120	sq foot
Commercial Unlisted Project (per	F		25.00	0.000	each
Roofing or Siding Replacement	F		0.00	0.000	each
Municipal Waiver (no fee)			0.00	0.000	each
Special Permit or Variance Application	F		100.00	0.000	each

**VILLAGE OF ELBRIDGE
Fee Schedule**

Description Account	Type	Flat	Rate	Unit
Zoning Permit Fee	F	15.00	0.000	each
Zoning Permit for Sign	F	15.00	0.000	each
Permit Extension Fee	F	35.00	1.000	each
Residential Deck with no railing or roof	B	15.00	0.080	sq foot
Residential Change of Use	F	25.00	0.000	each
Residential Deck with Railing, Roof or	B	15.00	0.100	sq foot
Residential Fence	B	25.00	0.040	foot
Residential Demolition	B	15.00	0.040	sq foot
Municipal Waiver (no fee)		0.00	0.000	each
Residential Garage or Storage Building	B	25.00	0.100	sq foot
Residential Heating Device/Chimney	F	25.00	0.000	each
Residential Dwelling or Addition	B	25.00	0.200	sq foot
Agricultural Use	F	0.00	0.000	each
Commercial Unlisted Projects (per	F	25.00	0.000	each
Residential Renovation or Reconstruction	B	25.00	0.120	sq foot
Residential Shed	B	15.00	0.050	sq foot
Sign	B	15.00	0.000	each
Swimming Pool – Above Ground	F	35.00	0.000	each
Swimming Pool – In Ground	F	65.00	0.000	each
Unlisted Projects (per inspection)	F	20.00	0.000	each
Extension of Permit	F	35.00	0.000	each
Commercial Structure	R	0.00	0.200	sq foot
Commercial Change of Use	F	25.00	0.000	each
Commercial Fencing	B	25.00	0.050	foot
Commercial Renovations or	B	25.00	0.150	sq foot
Solar panels up to 12 kw	F	50.00	0.000	each
Solar panels 13 to 20 kw	F	100.00	0.000	each
Solar Facility Over 20 kw per Special	F	350.00	0.00	each