

Permit Application Form and Instructions
Village of Lansing

Office: 2405 N. Triphammer Rd.

Hours: 9:00-1:00

Telephone: 257-0424

Procedures for Applications:

General: It is advisable to discuss all requirements with the Code Enforcement Officer, and to refer to the Zoning & Sign Laws, which may be obtained on our website at vlansing.org. See codification.

APPLICATION SHOULD BE MADE WELL IN ADVANCE OF WORK.

Building Permits for single or two-unit residences can be issued within a short time, except those involving properties in a Conservation Combining District (within 200 feet of a stream), which requires a Special Permit.

Special Permits involving Commercial and Industrial uses, properties in a Conservation Combining District, or projects requiring Environmental Review and/or Multiple Residence Permits require approval of the Planning Board and in some instances the approval of the Board of Trustees. This review may take from one to several months, depending on the scope of the project and the date of submission. The Planning Board meets at 7:30pm on the second Monday and last Tuesday of the month, and requires complete application materials 12 days in advance of the meeting at which they are to be considered.

Sign Permits can be issued by the Zoning Officer within a short time.

Variances require approval of the Board of Zoning Appeals, and in some instances recommendation of the Planning board. The time may be from one to several months, depending on the request. The Board of Zoning Appeals meets on the third Monday of each month at 7:30pm and requires complete application materials 15 days in advance of the Public Hearing at which they are to be considered.

THE APPLICANT SHOULD PLAN TO BE PRESENT AT THE MEETING, AND WILL BE INFORMED OF THE TIME AND PLACE.

READ the specific instruction sheet for the type of project.

BRING the completed application and attachments to the Village Office.

FEES are to be paid at the time of application.

Make checks payable to Village of Lansing.

The Village of Lansing Codification and the New York State Uniform Fire Prevention and Building Code require that certain information be submitted or provided so that plans may be properly examined for compliance and the necessary permits issued.

PLANS WILL NOT BE EXAMINED OR A PERMIT OR A CERTIFICATE ISSUED WITHOUT THE REQUIRED INFORMATION.

1. Building Permit/ Land Use Application (Please type or print clearly. The Application for a Building Permit must be COMPLETELY filled out to be accepted. All blank spaces must be filled in. Answer "N/A" to any questions/requirements that are not applicable to the proposed project)

General Information

- a. Location-Street and house number where improvement is to be made
 - b. Proposed Construction Improvement- Check all boxes that apply and be sure to provide dates when you have applied for other permits.
 - c. Estimate costs of work to be done, add in items not specifically listed
 - d. Occupancy Class Use Group- Check the appropriate occupancy class, residential or non-residential. State specific use. Indicate former use if there is a change in use group.
 - e. Building/ Property Characteristics-Fill out all information as it relates to the proposed project (tax parcel number is located on your tax bill or can be found by calling Tompkins County Assessment at 607-274-5517).
 - f. Owner of record where improvement is to be made
 - g. Agent designated- If an agent is designated by the owner, it will need to be done in writing and provided to the Code Enforcement Officer. This person would then be the point of contact.
 - h. Contractor –Person doing the work of the improvement
 - i. Architect or engineer-(Registered in New York State) who has prepared the plans and/or is in charge of construction
- *Any changes shall be filed by amendment to permit application.

2. Inspections

The Permit Holder shall notify the Code Enforcement Officer when requesting any or all inspections, including the final inspection. It shall be the responsibility of the permit holder to schedule all inspections.

- a. Twenty Four hour notice is required for all inspections except for the final inspection.
- b. Three working days' notice is required for all final inspections.

It is unlawful to use or occupy building or land until a Certificate of Compliance has been issued. A Temporary Certificate of Compliance may be requested, for good cause.

A list of inspections can be obtained upon request.

Work must be completed within one year from permit date, unless an extension is granted by the Code and Zoning Officer. A request for such extension shall be made to the Code and Zoning Officer in writing.

3. Fees-For Building/Land Use or Special Permit (Amended 5/19/03)

A. Residential Building

At the time of submission of any application for a Building/Land Use or Special Permit for a residential building, the applicant must deliver to the Village a fee determined as follows:

- (i) For each one-unit or two-unit residential building:

Up to 1,400 S.F. of floor area	\$220.00
Over 1,400 S.F. and up to 2,400 S.F. of floor area	\$300.00
Over 2,400 S.F. and up to 3,400 S.F. of floor area	\$400.00
Over 3,400 S.F. and up to 4,400 S.F. of floor area	\$500.00
Over 4,400 S.F. of floor area	\$600.00, plus \$100.00 for each 1,000 S.F., or fraction thereof, in excess of 5,400 S.F.

N.B. Floor area shall not include cellar, non-inhabitable basement, non-inhabitable attic, but shall include garage or carport, whether or not such garage or carport is attached to the main residential building. Floor area shall be based upon outside dimensions of the building, all floors to be calculated.

- (ii) For each accessory building to residential building: (maximum area of 200 square feet, maximum height of 15 feet)

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (iii) For any multi-unit residential building:

\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost

- (iv) For any repairs, alterations or additions to the:

Principal building:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

Accessory building:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (v) For any demolition:

\$1.00 per estimated \$1,000 cost, with a minimum of \$50.00

- (vi) For any site improvements or changes in use of land:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (vii) For a change in Category of Use of Building:

\$50.00

B. Non-Residential Buildings

At the time of submission of any application for a Building/Land Use or Special Permit for a non-residential building, the applicant must deliver to the Village a fee determined as follows:

- (i) For each principal building of non-residential occupancy:

\$200.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

- (ii) For each accessory building to non-residential occupancy: (maximum area of 200 square feet, maximum height of 15 feet)

\$200.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

(iii) For any repairs, alterations or additions:

\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

(iv) For any demolition:

\$1.00 per estimated \$1,000 cost, with a minimum of \$50.00

(v) For any site improvements or change in use of lands:

\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

(vi) For a change in Category of Use of Building:

\$50.00

(vii) For a change in non-residential occupancy:

\$50.00

(viii) For Temporary Commercial Activities:

\$50.00

C. For Special Permit for a Home Occupation: \$30.00

D. No application may be processed until such time as the Village has received payment in full of the required fee, as calculated in accordance with this Section

E. For any building occupied in part for residential use and in part for non-residential use, the required fee shall equal the higher of the residential or the non-residential fees, as calculated above, plus \$100.

F. No fee shall be required for a Certificate of Registered Home Occupancy or for a Certificate of Registered Nonconformance.

4. Commercial and Residential Projects *(after appropriate Board approvals have been made if necessary):*

A. Drawings and specifications:

Three (3) sets of construction documents (drawings and specifications) **MUST BE PROVIDED** with your building permit application. All plan modifications **MUST** be provided to the Code Enforcement Officer for review before the modifications are implemented. (plans to be drawn to scale, and have affixed on each sheet the signed seal of the architect or engineer registered in New York State)

Stamped Plans are required in accordance with the NYS Education Law

For residential and commercial construction, the Code Enforcement Officer may ask for all or a portion of the project design submitted to be signed and stamped by a design professional at any time.

Stamped plans for single family homes are required.

If the value of the improvement exceeds \$20,000, stamped plans will be required.

Total floor area does not include non-inhabitable attics, and non-inhabitable basements, but shall include garages and carports whether or not they are attached to the main structure or stand alone.

Construction project applications may be submitted without stamped plans for review, but stamped plans may be required after/during the review process.

* All portions of the proposed project, including, but not limited to, electrical, heating, fire protection, insulation, etc. are required to be stamped by the NYS licensed design professional of record.

B. Plan Review:

The plan review process timeline varies for each project. The timeline will depend on the complexity of the project and the amount of submittals that are currently being reviewed.

When the building permit is issued, it will be provided with comments that are required to be read, understood, and followed during the construction process. If there are any questions do not hesitate to ask the Code Officer.

C. Workers Compensation:

Proof of Workers Compensation shall be provided to the Village Contractors without employees or are not required to have NYS Workers Compensation or Disability Insurance MUST supply a NYS Workers Compensation and Disability Waiver form. This form can be completed and printed @ www.wcb.ny.gov.

PLANS AND ALL RELATED INFORMATION SHALL REMAIN ON THE SITE UNTIL A CERTIFICATE OF COMPLIANCE HAS BEEN ISSUED.

D. Plan Details:

This list is provided only as a guide and may not include all information that is required to be provided; plans must show full compliance with NYS Building Code.

a. Site Plan:

- i. Size and location of all existing and proposed structures
- ii. Boundary line survey information
- iii. Use of unoccupied space around building (s)
- iv. Measured distances of structures for setback from road right-of-way and distances to side and rear boundary lines
- v. Location of driveway, curb cuts, parking area, number of parking spaces
- vi. Designation of any deeds pertaining to lot
- vii. Location and establishment of drainage ways, right-of-ways
- viii. Location of electric service

b. Elevations of front, sides and rear of building

c. Floor plan - location of all rooms, including sizes of doors and windows.

- d. Framing - sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts, joists, studs, rafters, headers, and beams; fastening schedules; and drilling and notching thresholds. (structural layout plans)
- e. Sections, details and connections.
- f. Path of egress
- g. Stair details - tread and riser sizes, handrail and guard details for all interior and exterior stairs; stair illumination; and under stair protection.
- h. Window schedule - include clear glass area, ventilation area, and clear opening dimensions for each window, and locations of safety glass.
- i. Finish details- interior and exterior details such as: siding, flashing, carpet, tile, laminate, etc.
- j. Foundation - sizes and locations of materials, including footers, anchoring, damp proofing, and depth below finished grade.
- k. Smoke and carbon monoxide detectors – locations and details for all smoke and carbon monoxide detectors.
- l. Fire Alarm plan- complete fire alarm plans, with original stamp and signature by a licensed New York State Architect or Engineer, designed in accordance with NFPA 72, or applicable NFPA standards, and ANSI A117.1-2003.
- m. Sprinkler plan – complete sprinkler plans with original stamp and signature by a licensed New York State Architect or Engineer, showing riser details, pipe schedules, head locations, hydraulic calculations, etc. along with cut sheets for all heads specified, must be provided in accordance with NFPA 13 of any NFPA applicable standards.
- n. Fire separations - a rated or listed assembly must be specified for all required fire separations such as those between tenant spaces or between a garage and a house.
- o. Plumbing schematics for private water and sewer services.
- p. Information on locations of all heat producing equipment, such as furnaces, hot water heaters, wood stoves, etc.
- q. Proof of compliance with the New York State Energy Code.
- r. Electrical schematic – include all wiring and fixture details such as: floor and ceiling plans including lighting receptacles, motors and equipment, service entry location, line diagram and wire sizes, conduits and breakers.

- s. Reflective Ceiling Plan
- t. Handicap Accessibility- schematics need to be provided, and should be incorporated with the plan set that meet chapter 11 of the BCNYS and ICC/ANSI A117.1-2003
- u. Fire extinguishers- type, size, locations, and details for all fire extinguisher.
- v. Emergency, exit and/or directional lighting- height, locations, and details for all emergency, exit and/or directional lighting.
- w. Hood Systems- A shop drawing with original stamp and signature by a design professional licensed to practice in the State of New York, showing the grease hood exhaust system and suppression system.
- x. Material specifications may be listed on a separate sheet of paper and submitted with a simple floor and sectional plan of the project or all information may be shown on the sketches, or a combination of both.

- **Prefabricated Trusses:**

The manufacturer's truss design certificates with a NYS Licensed Engineer's stamp must be submitted prior to the framing inspection.

- **Engineered Systems:**

The manufacturer's installation instructions with a NYS licensed Architect or Engineer stamp must be submitted prior to the inspection of such a system.

- **Sprinkler Plans and Fire Alarm Plans:**

These plans must be stamped by a NYS licensed design professional and approved by the design professional of record. These plans shall be submitted at the same time as the application.

5. Additional Permits

- **Tompkins County Health Department:** An approval from the Tompkins County Health Department for the septic systems is required prior to the issuance of a building permit. A copy of the approved plan must be filed with the Code Enforcement Officer. (Tompkins County Health Department can be reached at 274-6688)
- **Sewer Permit:** A copy of the approved sewer permit(s) is required to be provided to the Code Enforcement Officer prior to the building permit being issued. This would need to be applied for and paid for through the Village of Lansing and the Village of Cayuga Heights.
- **Highway Permit or Culvert Permit:** If a highway permit or a culvert permit is required it would need to be approved by the Village of Lansing Superintendent of Public Works (John Courtney can be reached at 257-0424 Ext. # 4), approval of these forms would need to be provided to the Code Officer.
- **Electric or Fire Alarm Permits:** Electrical permits are required to be provided to the Village Clerk and the date shall be noted on the building permit application prior to the building permit being issued. The Village Electrical Inspector can be reached at (607)-592-5829.

- **Plumbing Permits:** Plumbing permits are dealt with by the Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point) at 607-277-0660. Isometric Drawings are required with the application. The application date for the plumbing application shall be noted on the building permit application prior to building permit being issued.
- **County and State Roads:** Applications can be made through Tompkins County Highway Department – 607-273-4262, or NYS DOT – 607-756-7072. These agencies may require several weeks, or more, to process a permit.
- **Notice if Ground Disturbance :** Notice of Ground Disturbance is required to be submitted to the Code Enforcement Officer with the building permit application.

6. Stormwater Management/ Erosion and Sedimentation Control:

Temporary erosion and sediment control is important even for small construction sites, such as individual home sites, that only disturb a small area. Small construction sites contribute a significant amount of sediment to downstream bodies of water.

1. Basic Stormwater Pollution Prevention Plan (SWPPP) is Required :

- a. Any land development activity with an area of disturbance greater than or equal to 5,000 square feet;
- b. Any land development activity, regardless of size, within 100 feet of a surface water of the state of New York, or a wetland (see Schedule A for more detail on identifying wetlands);
- c. Any land development activity involving a linear disturbance 500 feet or longer and 3 feet or wider on average slope(s) of 5% or greater from high point(s) to low point(s) along the line of disturbance;
- d. Any land development activity that involves excavation or filling, resulting in the movement of 250 cubic yards or more of soil or similar material;
- e. Any land development activity, regardless of size, that the Village Stormwater Management Officer determines likely to cause an adverse impact, according to criteria of slope, soil erodibility, proximity to a sensitive area, or proximity to a stormwater structure or facility.

2. Full Stormwater Pollution Prevention Plan (SWPPP) is Required:

- a. Any land development activity with an area of disturbance greater than or equal to one acre that will discharge a pollutant of concern to either an impaired water identified on the New York State 303(d) list of impaired waters or a Total Maximum Daily Load (TMDL) designated watershed for which pollutants in stormwater have been identified as the source of the impairment;
- b. Any land development activity with an area of disturbance greater than or equal to 5 acres;
- c. Any land development activity, exclusive of the construction of single family residences and construction activities at agricultural properties, with an area of disturbance greater than or equal to 1 acre;

- d. Any land development activity that will create ½ acre or more of connected impervious surface;
- e. Any land development activity that is part of a common plan of development or sale which in total exceeds any of the above thresholds;
- f. Any land development activity, regardless of size, that the Village Stormwater Management Officer determines likely to cause an adverse impact due to post-construction water quality or quantity, according to criteria of slope, soil characteristics, layout of impervious surfaces, potential for pollutant generation on-site, proximity to a sensitive area, or proximity to a stormwater structure or facility.