

THIS APPLICATION MUST BE FILED PRIOR TO THE ISSUANCE OF THE PERMIT  
PERMIT FEE REQUESTED AFTER APPLICATION APPROVAL  
APPLICATION MUST BE NOTARIZED IF SIGNED BY OTHER THAN OWNER

APPLICATION FOR BUILDING PERMIT  
TOWN OF NELSON  
4085 Nelson Rd. Cazenovia, N.Y. 13035 315-655-8582

APPLICATION DATE \_\_\_\_\_  
APPROVED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ PERMIT # \_\_\_\_\_  
DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ ESTIMATED COST \_\_\_\_\_

### INSTRUCTIONS

- a). This application must be completely filled in and submitted to the Town of Nelson Codes Enforcement Officer.
- b). Plot Plan showing location of lot and of buildings on premises, relationship to adjoining premises and/or public streets or areas, and giving a detailed layout or property must be drawn on the diagram which is a part of this application.
- c). This application must be accompanied by **one complete set. of plans showing proposed construction and one complete set of specifications.** Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and Plumbing installations.
- d). The work covered by this application may not be commenced before the issuance of the building permit.
- e). Upon approval of this permit, the Codes Enforcement Officer will issue a permit to the applear. Such a permit and a set of approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- f). A Certificate of Occupancy must be granted by the Codes Enforcement Officer.
- g). Building permits shall expire one (1) year from date of issuance. Permits may be renewed for two (2) additional year @ a fee of 50% of the original total building permit fee. After three (3) years a new permit must be obtained.
- h). This building permit is not intended to be a representation that the structure is safe or that the structure is designed in compliance with the laws of the State of New York. This document certifies only that the applicant has complied with the application regulations of the Town of Nelson. These regulations require that in certain instances the applicant submit certain certificates that ;the building is designed or constructed in compliance with the laws of the State of New York. No independent determination of compliance is made by the Codes Enforcement officer of the Town of Nelson.

APPLICATION IS HEREBY MADE FOR THE ISSUANCE OF A BUILDING PERMIT PURSUANT TO THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE FOR THE CONSTRUCTION OF BUILDINGS, ADDITIONS, ALTERATIONS, OR FOR THE REMOVAL OR DEMOLITION AS HEREIN DESCRIBED. THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS.

Signature of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Applicant \_\_\_\_\_

## BUILDING PERMIT FEES

FEE NAME	AMOUNT	FOR OFFICE USE ONLY
Mimumum Fee (Include with each permit)	\$15.00	\$ _____
Area Fee (a) Residential & Commercial Building	\$ 3.50 per each 100 Sq. Ft. of new area	\$ _____
(b) New Habitable Storage	\$1.50 per each 100 Sq. Ft.	\$ _____
Inspection Fee (see inspection schedule)	\$35.00 per inspection	\$ _____
Septic System Fee (Include with each permit requiring new system, and may be required for some additions and alterations)	\$60.00	\$ _____
Septic Inspection	\$60.00	\$ _____
Special Permit Fee (If applicable) Date approved by Planning Board _____ File No. _____	\$30.00	\$ _____
Site Plan Review (If applicable ) Date approved by Planning Board _____ File No. _____	\$ 30.00	\$ _____
Variances (If applicable) Date approved by Zoning Board of Appeals _____ File No. _____	\$50.00	\$ _____
<b>TOTAL BUILDING PERMIT FEE</b>		<b>\$ _____</b>

Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

\_\_\_\_\_ Tax Map Number \_\_\_\_\_

Location of land on which proposed work will be done \_\_\_\_\_

Nature of Work: New Building \_\_\_\_\_ Addition \_\_\_\_\_  
Repair \_\_\_\_\_ Removal \_\_\_\_\_ Demolition \_\_\_\_\_  
Change in Occupancy \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant is: (please circle)

Applicant Address \_\_\_\_\_

owner, lessee, builder,  
agent, architect, engineer  
other(specify) \_\_\_\_\_

If dwelling, number of dwelling units \_\_\_\_\_ Number of dwelling units per floor \_\_\_\_\_

If garage, number of vehicles \_\_\_\_\_

If business, commercial, or mixed occupancy, specify nature and extent of each type of use

\_\_\_\_\_

Zone in which property is located \_\_\_\_\_

Existing Use and Occupancy \_\_\_\_\_

Proposed use and Occupancy \_\_\_\_\_

Dimension of existing structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

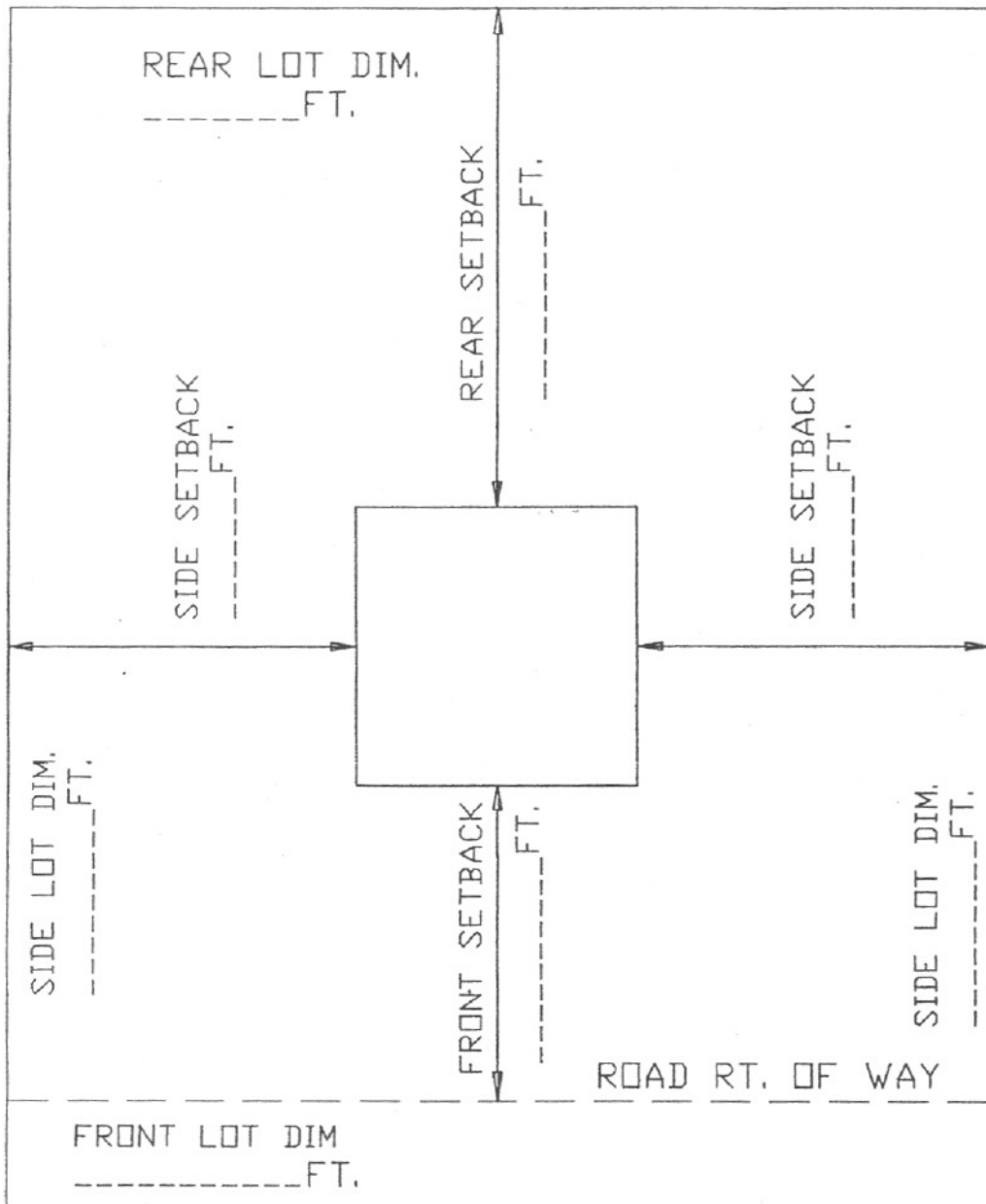
Number of Stories \_\_\_\_\_

Dimension of entire new construction: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Number of Stories \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Size of Lot: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Acres \_\_\_\_\_ Square Footage \_\_\_\_\_

# PLOT DRAWING



STREET

LOCATE ALL WATER SOURCES ON OR WITHIN 1000 FT. OF PROPERTY IE. WELLS, SPRINGS, STREAMS, LAKE FRONTAGE.

LOCATE AND DESCRIBE ALL SEPTIC SYSTEM COMPONENTS

LOCATE ALL EXISTING BUILDINGS AND DRIVEWAYS

*New York State law requires that all plans, drawings and specifications relating to the construction or alteration of buildings or structures which must be filed with a local building official must be stamped with the seal and signed by an architect or professional engineer (Article 147, Section 7307) with the following exceptions: a). farm buildings and other buildings used solely and directly for agricultural purposes; b). single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics; c). alterations, costing \$10,000 or less within New York City and \$20,000 or less outside of New York City, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.*

Name of Architect \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Will electrical work be inspected, and a certificate of approval be obtained from a certified inspection agency or organization? If so, specify \_\_\_\_\_

Does proposed work require a zone change, special permit, variance, or subdivision approval? If so, specify \_\_\_\_\_

Does proposed work violate any zoning law, ordinance, or regulation? \_\_\_\_\_

Was this lot created through a subdivision? \_\_\_\_\_

If so, name of subdivision \_\_\_\_\_

Date approved \_\_\_\_\_ Lot number in subdivision \_\_\_\_\_

A. All documents submitted in support of this application must comply with applicable provisions of sections 7209 and 7307 of the New York State Education Law.

B. Before a building permit will be issued, the builder or, in the case of plans and specifications governed by Sections 7209 and 7307 of the New York State Education Law, a licensed professional engineer or licensed architect, must certify that the plans and specifications submitted herewith comply with all applicable provisions of the New York State Building Code ( New York State Executive Law Article 18 ) and New York State Fire Prevention Code ( New York State Executive Law article 18-A )

C. No Certificate of Occupancy will be issued until both the owner and builder of the structure certify that the building was constructed in accordance with the plans and specifications submitted herewith, and in compliance with all applicable provisions of the New York State Building and Fire Codes.

**CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the plans and specifications submitted herewith are in compliance with all applicable provisions of the New York State Building Code ( New York State Executive Law Article 18 ) and New York State Fire Prevention Code ( New York State Executive Law Article 18-A )

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Sworn to me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_

Notary Public \_\_\_\_\_ Witness \_\_\_\_\_

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***THIS SECTION TO BE COMPLETED IF APPLICANT IS OTHER THAN OWNER.***

(Name of individual signing application) \_\_\_\_\_ being duly sworn deposes and says that he/she is the applicant above named. He/She is the (contractor, agent, etc.) \_\_\_\_\_ of said owner or owners, and is duly authorized to perform or have performed the said work and to file this application; that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_

Signature of applicant \_\_\_\_\_

Notary Public \_\_\_\_\_ County \_\_\_\_\_

## INSPECTION RECORD

Permit No. \_\_\_\_\_ Owner \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Location \_\_\_\_\_

	Inspector	Accepted/Not Accepted	Comments
Site Preparation	_____	_____	_____
Footing	_____	_____	_____
Foundation	_____	_____	_____
Framing	_____	_____	_____
Insulation	_____	_____	_____
Heating / Plumbing	_____	_____	_____
Septic	_____	_____	_____
Fire Safety Inspection	_____	_____	_____
Electrical Inspection	_____	_____	_____
Bacteria Test ( Well )	_____	_____	_____
Surveyor's Certificate (attached)	_____	_____	_____
Certificate of Occupancy	_____	_____	_____

**IT IS THE RESPONSIBILITY OF THE OWNER OR THE CONTRACTOR  
TO CONTACT THIS OFFICE TO  
SCHEDULE THE NECESSARY INSPECTIONS**

**PHONE # (315) 655-8582**

**Land Use and Development Regulations**

**Area and Distance Requirements**

Section	Ordinance Requirement	WF		AR	RB	RA	NC	TC	HC	IN
		WFa (see Note 1)	WFb (see Note 1)							
219.3	Planned Unit Development - PUD (acres)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
220.8	Minimum Lot Area (acres) (Note 2)									
	Basic Districts - Lots	NA	NA	1.4	1.4	1.4	1.4	0.9	1.4	3.0
	Basic Districts - Flag Lots	NA	NA	2.8	2.8	2.8	2.8	1.8	2.8	6.0
	Lake & Swamp Overlay District - Lots	1.4	2.0	2.0	2.0	2.0	NA	NA	NA	NA
	Lake & Swamp Overlay District - Flag Lots	2.8	4.0	4.0	4.0	4.0	NA	NA	NA	NA
220.9	Add to lot per additional permitted dwelling unit	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	NA
220.10	Dimension Regulations: (Minimum Feet)									
	Lot frontage at street line									
	Non-Type 1 minor subdivision	60	60	60	60	60	60	60	60	60
	Type 1 minor subdivision new lot	100	200	200	200	200	200	200	200	200
220.11	Lot Width (at front setback line)	100	200	200	200	200	200	200	200	200
220.12	Front yard depth (at setback line)									
	Buildings / structures (not on state roads)	Lake - Not Decks	30							
		Lake - Decks ***	5	50	50	50	50	100	100	100
		Road	10% / 25 *							
	Buildings / structures on state roads	NA		75	75	75	75	100	100	100
	Parking area	Lake	10% **	50	50	50	30	50	50	50
		Road	5							
	Cluster buildings / structures	PUD		PUD	PUD	PUD	NA	NA	NA	PUD
220.12	Side yard depth (at setback line)									
	Buildings / structures	15		30	30	20	30	30	30	50
	Accessory buildings / structures	15		20	20	20	20	20	20	50
	Parking area	5		20	20	10	20	20	20	20
	Driveways	5		10	10	10	20	20	20	20
	Cluster buildings / structures	PUD		PUD	PUD	PUD	NA	NA	NA	PUD
220.12	Rear yard depth (at setback line)									
	Buildings / structures	20		50	50	20	10	20	50	50
	Accessory buildings / structures	10		20	20	10	10	20	50	50
	Parking area	10		20	20	10	10	10	20	20
	Cluster buildings / structures	PUD		PUD	PUD	PUD	NA	NA	NA	PUD
220.13	Ratio regulations:									
	Maximum depth:width	3:1		3:1	3:1	3:1	3:1	3:1	3:1	3:1
220.14	Height regulations: (maximum feet)									
	Principal facility	25		35	35	35	35	35	35	40
	Accessory facility	15		30	30	20	20	20	20	30
	Agricultural use	20		No limit			NA	NA	NA	NA
220.15	Percentage regulations: (maximum %)									
	Lot coverage (% of lot area) (Note 2)									
	All impervious buildings/structures	7		10	10	10	40	30	25	25
	All other impervious materials	5		5	5	10	40	20	25	25
	Total - all improvements ****	12		15	15	20	80	50	50	50
220.16	Decks (pervious, uncovered)									
	Area - % of building coverage	50		NA	NA	NA	NA	NA	NA	NA
	Height (from ground to top of any part of deck/railing)	5		NA	NA	NA	NA	NA	NA	NA

**Note 1:** Use **WFa** column: for **Existing Lots** or **When creating a lot by combining two or more smaller lots**  
 Use **WFb** column: **When creating lots by subdivision of a larger lot**

**Note 2:** All lot area calculations shall not include any easements, rights-of-way, or any other permanent encumbrances.

\* Minimum set back from property line shall be 10% of lot depth, or 25 feet, whichever is greater.

\*\* Minimum set back from property line shall be 10% of lot depth.

\*\*\* Deck must be pervious and uncovered

\*\*\*\* Including decks and other pervious structures