

**Town of Enfield Application for Building Permit
Instructions for Building Permit Application**

*******KEEP THE FIRST 4 PAGES FOR YOUR INFORMATION*******

The Building Permit process is governed by the review of the New York State Uniform Fire Prevention and Building Code and the Local Town of Enfield Code. Required information is necessary to adequately determine compliance with the regulations. **NYS Uniform Fire Prevention and Building Code of 2020 is in effect.**

A Building Permit is required before any excavation can begin.

Notice: Relocation of any and all Mobile Homes /Manufactured Homes; Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. Any Questions, Contact Code Officers.

Pages 1, 2, 3 and 4 of the Application Form:

Information to help you with the Building Permit Application.

Pages 5, 8, 9 and 10 of the Application Form:

These pages must be filled out **as they** pertain to you. Contact Code Officer if you need help.

Pages 5, 8, 9 and 10, ALL REQUIRE YOUR SIGNATURE.

Page 8: The section "**THE REQUIRED PERMITS OR PERMISSION HAVE BEEN OBTAINED AS**

FOLLOWS": We need copies of 1, 2 and 3 (After final Inspection). Any and all electric work must be inspected by a qualified Electrical Inspector listed below.

A. **Tompkins County Health Department:** A **copy** of the sewage system permit for all work requiring Septic systems. If the building permit application is for construction of a building other than a one or two family dwelling, Proof of Health Department acceptance of the proposed, or existing, sewage system and water supply is required.(274-6688)

B. **Electrical Inspections:**

**Commonwealth Electrical Inspection Service, Inc (607-351-2334) Joe Pellegrino
Commonwealth Electrical Inspection Service, Inc. (607-347-4680) Bruce Horncastle
Commonwealth Electrical Inspection Service, Inc. (607- 592-5829) Floyd Ferris
Atlantic-Inland, Inc. (607-272-5873) Chris Fillinger
Atlantic- Inland, Inc. (607-347-4680)**

Application must be made for any new, replacement/repair or extension of electrical work.

C. **Culvert Installation:**

Contact: NYS Department Of Transportation, Tompkins County Highway Department (273-4262) or Town of Enfield Highway Department (272-6490) for information on installation and/or approval of culvert installation. There may be a separate fee for the above service.

**Make sure you sign your name on pages 5, 8, 9 (for Mobile homes and/or
Manufactured Homes) and 10.**

Page 10 of the Application Form:

A plot plan, showing all specified information, must be completed, and you may use either page 10 or have a sheet attached to the application. This is not only necessary to determine compliance with Town regulations but also to provide information with respect to Fire Safety provisions of the Building Code.

A survey map showing locations of all structures, both proposed and existing, may be submitted.

Comments:

Stamped plans are needed for all residential construction where the total floor area is **1,500 square feet** or greater or if cost is \$20,000 or greater, excluding garages, attics and unfinished basements, For multiple dwellings, and for commercial type buildings, plans stamped by a New York Licensed Architect or Professional Engineer are required showing foundations, structural framing, and floor plans showing doors and windows, all mechanicals and etc. Information with respect to all utilities, such as plumbing, electrical, heating, insulation (New York State Energy Code) are also required.

For one and two family homes **under 1,500 square feet of floor area**, the following plans are required: We need detail that shows compliance with the NYS Codes and NYS Energy Code.

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

Framing --- sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts points, studs, rafters, headers, and beams.

Foundations – sizes and locations of materials, including footers, proper sized re-bar, walls, anchoring, drainage, damp proofing, insulation and depth below finished grade will be needed.

Plumbing schematics for private water and sewer services.

Information and location of heat producing equipment, such as furnaces, hot water heaters, gas heaters and wood/pellet stoves or any other solid fuel burner.

Specifications about and location of all insulation and windows (New York Energy Code)

Elevations – four elevation drawings showing grade, window and door location and any steps

Material specifications may be listed on a separate sheet of paper and submitted with a simple floor plan and additional plan of the project, or, all information may be shown on sketches, or a combination of both. The Code Officer may require stamped plans at his option.

If any trusses are used, the manufacturer’s truss design with a New York State Licensed Engineer’s stamp must be submitted. All manufactured trusses will be stamped.

Inspections are still required.

List of contractors; you must provide a list of all contractors working on your project.

See the page 11 for List of Contractors Form.

This permit application and permit fee is submitted to the Code Office or the Town Clerk at the Town Hall. A receipt/issued Building Permit, will be given for any monies. Checks must be made out to the “Town of Enfield Clerk”. **Once the permit is approved, the permit may be picked up by the applicant.**

Code Officer:

Alan Teeter

Town of Enfield Code Enforcement Officers **SUITE 7**
168 Enfield Main Rd.
Ithaca, NY 14850

607-277-0266 E-mail: code-officer@townofenfield.org
Fax 607-882-9959

Phone Numbers You May Need

Dig Safely NY (A must prior to any digging) 811
Town of Enfield Highway Dept. Barry Rollins 607-272-6490
Tompkins County Highway Dept. 607-274-0300
Tompkins County Health Dept. 607-274-6688
Commonwealth (Electrical Inspection) Bruce Horncastle 607-347-4680
Commonwealth (Electrical Inspection) Floyd Ferris 607-592-5829
Commonwealth (Electrical Inspection) Joe Pellegrino 607-351-2334
Enfield Volunteer Fire Dept. 607-272-8757
Please see Your Insurance agent for Workers Compensation Law information and forms. The proper form must be submitted with the application.

Please keep for your planning information

**TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

For the Town of Enfield, Tompkins County, New York State

<u>Ground Snow Load</u>	<u>Wind Speed</u>	<u>Seismic Design Category</u>	<u>Weathering</u>	<u>Frost Line Depth</u>	<u>Termite</u>	<u>Decay</u>	<u>Winter Design Temp</u>	<u>Ice Shield Underlayment Required</u>	<u>Flood Hazard</u>	<u>Carbon Monoxide Detector Required</u>
40 psf (i)	90 mph (e)	B (g)	Severe (a)	42" (b)	Moderate To heavy (c)	Sight To Moderate	-2F f)	24' from the interior inside wall	(h)	Required as of April 2003

Contractors are encouraged to obtain a copy of the new building code. The Residential Code for one-and two-family homes may be purchased separately or as a part of the complete code set from ICC.

For SI: 1 pound per square foot = 0.0479 kN/m.⁰²,
1 mile per hour = 1.609 km/h.

- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(4) The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 216 or C 652.
- b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction shall fill in this part of the table with "very heavy," "moderate to heavy," "slight to moderate," or "none to slight" in accordance with Figure R301.2.1.4 depending on whether there has been a history of local damage.
- d. The jurisdiction shall fill in this part of the table with "moderate to severe," "slight to moderate," or "none to slight" in accordance with Figure R301.2(7) depending on whether there has been a history of local damage.
- e. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(5)A. Wind exposure category shall be determined on a site-specific basis in accordance with §R301.2.1.4.
- f. Refer to Table RN1101.2, "Winter Design Dry-bulb Temperature" column.
- g. The jurisdiction shall fill in this part of the table with the Seismic Design Category determined from §R301.2.2.1.
- h. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.
- i. See Figure RR301.2(6) for ground snow loads.

This information provided to help you with building your structure.

See Code Officer for any questions you may have.

Please make any notations concerning your project for your future reference. Things such as reminders you may need to refer to in the future.

YOUR NOTES

You should keep Pages 1 through 4 for your reference during your project

Town of Enfield
Code Enforcement Division, Suite 7
168 Enfield Main Rd.
Ithaca, NY 14850

Alan Teeter 607-277-0266
E-mail: code-officer@townofenfield.org
Fax 607-882-9959

**Building Permit Application Information
Important Notices: Read before signing**

1] Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Fire Prevention and Building Code, The Code of Ordinances of the Town of Enfield, and all other applicable codes, rules or regulations.

2] It is the owner's or authorized agent's responsibility to contact the Code Enforcement Office at the above listed phone numbers at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will be eventually covered from visual inspection by additional work (i.e. electrical work to be covered by a wall)
DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3] OWNER HERBY AGREES TO ALLOW the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, **provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non work-related violations which are readily discernible from such inspection(s).**

4] New York State law requires contractor's to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection

Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete one of forms: WC/DB-100, WC/DB-101 attached hereto. A homeowner must complete BP-1 (3/99) if involved in construction.

5] A Certificate of Occupancy or Certificate of Completion is required, the structure shall not be occupied until above certificate has been issued.

6] Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

7] This permit does not include any privilege of encroachment in, over, under, or upon any street, road or right-of-way.

8] The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

9] All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Town of Enfield Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.

I, _____,
the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

X

Date: _____

Town of Enfield
 Code Enforcement Division, Suite 7
 168 Enfield Main Rd.
 Ithaca, NY 14850
 (607) 277-0266

Code Enforcement Officer
 Alan Teeter
 E-mail: code-officer@townofenfield.org
 Fax 607-882-9959

Application for Building Permit

Date: _____
 Land Owner's Name: _____
 Address of work location: _____
 Address _____ City: _____ State: _____
 Phone: _____
 Email _____

**PERMIT FEE SCHEDULE; See below for
 Mobile Home or Manufactured Home.**

Value of Improvement		Fee	
\$ 1	To	\$5,000	\$50.00
\$5,001	To	\$10,000	\$100.00
\$10,001	To	\$50,000	\$150.00
\$50,001	To	\$100,000	\$300.00
\$100,001	To	\$150,000	\$400.00
\$150,001	To	\$250,000	\$600.00
\$250,001	To	\$500,000	\$800.00
\$500,001	To	\$1000,000	\$1,000.00
\$1,000,001	To	\$2,500,000	\$2,250.00
\$2,500,001	To	\$5,000,000	\$3,500.00
\$5,000,001	To	\$10,000,000	\$4,500.00
\$10,000,001	To	\$20,000,000	\$5,000.00

\$50.00 Additional fee for more than 6 inspections
 Commercial Building Permits are charged at a rate of
 \$5.00 per \$1,000 of project value
 No additional fees are charged for Commercial Building
 Permits
 All costs are determined to include materials and labor
 as if a contractor did the work.

Code Office Use Only

Application received _____
 Parcel # _____
 Plans on file _____
 Fee Paid _____ Check # _____
 Make Checks Payable to:
 “Town of Enfield Clerk”
 Cash Paid \$ _____ Receipt # _____
 Permit # _____
 Date of Permit: _____
 Issued by Code Officer: _____

Work and cost information:

Project Cost: \$ _____

Date CO/CC Issued: _____

Version 1-1-2020

Notice: Any and all Mobile Homes /Manufactured Homes (New or Used); Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. Any Questions, Contact Code Officers. This includes moving a Mobile Home or Manufactured Home onto a lot or off a lot, either on private land or Mobile Home Park. All Mobile Homes and Manufactured Homes must be set on a legal foundation with tie downs.

Renewal permits fee is ½ cost of current fee. Must be renewed before expiration date.

Non-Permit Inspection: \$50.00. This fee may be waived by the CEO for justifiable cause.

Certificate of Occupancy Letter/Certificate Fee (for existing structures) \$50.00 This may be a letter indicating that structure has been in existence prior to 1984 and no additional work has been done on premises since 1984 and that no records exist for that structure. You may ask for a Fire Safety Inspection which is a Non-Permit Inspection.

Operating Permit Fee; \$50.00 (per annum)

Demolition Permit Fee; \$25.00

Mass Gatherings Permit. Separate Application Needed.

The NYS Code and the Town of Enfield requires Building Permits for construction or demolition of buildings and structures including Mobile Homes (set up or moving) and any electrical work, plumbing work, heating work, installation or replacement of Solid Fuel Burners (Wood/coal/pellet/gas or other device). If you have any questions, contact the Code Enforcement Officer.

Application is made to **BUILD** ____, **EXTEND** ____, **CONVERT** ____, **ALTERATIONS** _____,
Demolition _____, **Mobile Home** ____, **Electric** ____, **Plumbing** ____, **Other** _____.
To be used for _____ at a cost of \$_____
Structure is to be completed on or before _____, 20_____.

The structure(s) will be as follows: **Total Square feet of ALL floor area:** _____

Type of construction: _____

Basement Construction type: _____

Are you putting the Home on: ___ Piers, ___ Pad, ___ Basement

Number of Stories: _____

Basement Square Footage: _____ Number of Rooms: _____ # Bedrooms: _____

1st floor Square footage: _____ Number of rooms: _____ # Bedrooms: _____

2nd floor Square footage: _____ Number of rooms: _____ # Bedrooms: _____

Over 2 stories Square footage: _____ Number of rooms: _____ # Bedrooms: _____

NOTE: ANY BUILDING OVER 2 STORIES MUST BE SPRINKLERED.

Building(s) Height: _____ Total number of rooms: _____ Total number of bedrooms _____

Percentage of lot to be occupied by all structures: _____

Owner occupied: ___ Y ___ N

Plot Plan on back of application _____ or attached _____

THE REQUIRED PERMITS OR PERMISSION HAVE BEEN OBTAINED AS FOLLOWS:

1. From Tompkins County Health Department;
 - a. Approval of septic system(s) and/or well(s)Date issued: _____
2. From Appropriate Highway Department
 - a. CulvertsDate issued: _____
3. Electric Inspection has been applied for/orDate issued: _____

The undersigned hereby applies for permission to do the above in accordance with provisions of the regulations of the Town of Enfield, New York, or others having jurisdiction, and affirms that all statements and information herein are correct to the best of his/her knowledge and belief; **and further affirms that the required inspections will be requested and scheduled with at least 48 hours notice.**

Date _____, 20_____

X _____

Signature of Landowner or Authorized Agent

Permit Information for Manufactured Homes

Notice: Any and all Mobile Homes /Manufactured Homes (New or Used); Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. **Any Questions, Contact Code Officers.** This includes moving a Mobile Home or Manufactured Home onto a lot or off a lot, either on private land or Mobile Home Park. All Mobile Homes and Manufactured Homes must be set on a legal foundation with tie downs. Must have NYS Certified Manufacture, Seller, Installer and Mechanic.

1] You must provide a copy of the Manufactures Instructions, if none, then a detailed plan of Manufactured Home setup detail prior to excavation for Code Officers approval. New Homes must have Manufacture's Installation Instructions.

2] All Mobile Homes/Manufactured Homes are REQUIRED to be tied down properly.

3] Proof of Workers Compensation is required of all parties involved.

Name of Manufacture: _____ NYS Certification #: _____
Brand _____ Year: _____ New or Used: _____
Size of MH: _____ Serial Number: _____
Value of MH: \$ _____
Total Cost of Site Preparation: (Excavation, Footer/Piers/Pad): \$ _____
Manufactured Home Warranty Seal #: _____
Retailer/Builder/Installer:
Name: _____ Installers Warranty Seal #: _____
Address: _____
NYS Certified Manufacture #: _____; Certified Seller #: _____
NYS Certified Installer #: _____ Certified Mechanic #: _____
Contact Person: _____
Phone #: _____ Fax #: _____

Excavator:

Name of Excavator/Site Preparation: _____
Address: _____
Address: _____
Contact Person: _____
Phone: _____ Fax: _____
Pad or Piers: _____ Type of Pads: _____
Type of Piers: _____, Size of footers: _____

Date: _____

X _____
Signature of Landowner or Authorized Agent

Plot Plan

Information to be shown:

- 1] Dimensions of lot
- 2] Distance of structure from: **a]** Road, **b]** Both sides of lot property lines, **c]** Rear of lot **d]** Other structures
- 3] North Arrow
- 4] Dimensions of Building, Location of proposed structure(s) or addition(s).
- 5] Names of bordering neighbors.
- 6] Set Back of neighbors.
- 7] Street name and number.
- 8] Show existing structures in contrasting lines.

Diagram

I, Hereby Certify that the structure for which this Permit will be issued, or has been issued, will be built or has been built, according to the latest Standards of the New York State Uniform Fire Prevention and Building Code, and FURTHER, I **HEREBY CERTIFY that the required inspections will be requested and scheduled, with 48 hours notice.**

Name: _____ Date: _____

List of contractors working on your project

Name: _____

Business Name: _____

Address: _____

Phone: _____

Type of work doing: _____

Is contractor insured? _____

Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

Name: _____

Business Name: _____

Address: _____

Phone: _____

Type of work doing: _____

Is contractor insured? _____

Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

Name: _____

Business Name: _____

Address: _____

Phone: _____

Type of work doing: _____

Is contractor insured? _____

Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

Name: _____

Business Name: _____

Address: _____

Phone: _____

Type of work doing: _____

Is contractor insured? _____

Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

This page for Code Office Only

BUILDING PERMIT () APPROVED BY: _____

BUILDING PERMIT () DENIED UNDER ARTICLE: _____ Section: _____

BY: _____

PROGRESS OF WORK CHECKED ON:

1] Footings, **before** pouring concrete: _____

2] Foundation: _____

3] Framing, **before** sheet rocking: _____

4] Plumbing: _____

5] Electrical: _____

6] Completion of **ALL WORK**: _____

7] Certificate of Occupancy: _____

Issued By: _____ CEO

Comments

