

TOWN OF KIRKWOOD
BUILDING AND CODE ENFORCEMENT DEPT.

TELEPHONE: (607) 775-4313 MAILING ADDRESS: 70 CRESCENT DR. LOCATION: 41 FRANCIS ST. FAX: (607) 775-9924 E-MAIL: bldgcode@townofkirkwood.org
KIRKWOOD, NY 13795

REQUIREMENTS FOR A BUILDING PERMIT

We welcome your interest in obtaining information for a Building Permit in the Town of Kirkwood.

Please refer to the Town of Kirkwood Codes as follows (copies attached):

Town of Kirkwood
Fire Prevention and Building Code
Local Law No. 13 of the Year 2006
A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code
Section 4 - Building Permits.

Town of Kirkwood
Fire Prevention and Building Code
Local Law No. 13 of the Year 2006
A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code
Section 16 - Fees.

You will need to contact the following concerning a Building/Demolition Permit:

Town of Kirkwood Building and Code Department
Building Permit Application (application attached).
New York State Environmental Quality Review (SEQR - short form)

Building Permit fee (varies) - Payable to the Town of Kirkwood

Two (2) sets of construction documents (drawings and/or specifications) prepared by a New York State registered architect or licensed professional engineer where so required by the New York Education Law.

The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer:

- farm buildings and other buildings used solely and directly for agricultural purposes;
- single family residential buildings 1,500 square feet or less, not including garages, carports, porches, cellars, or inhabitable basements or attics;
- alteration costing \$20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

Proof of insurances - Must state Liability and Workers' Compensation or waiver - signed and notarized. (Your insurance company can provide us with proof of insurance by faxing an insurance certificate to (607) 775-9924).

If applicable:

Broome County Department of Health
778-2863
Approved septic system.

Approved water test: Contact water test laboratory.

If you have any questions, please contact me at 775-4313.

Scott Russell

Building Inspector and Code Enforcement Officer

Attachments

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**DIG SAFELY
NEW YORK**

(800) 962-7962 or 811
www.digsafelynewyork.com

Date _____, 20____

Approved _____, 20____

Disapproved _____, 20____ a/c of _____

_____ B/P # _____ dated _____
by Building Inspector/CEO

Fee: \$ _____ Cash \$ _____ Check # _____ /Dated _____ Estimated Cost of Project \$ _____

(Payable to: The Town of Kirkwood)

Certificate of Compliance/Occupancy # _____ dated _____

Location of Drawing: _____

APPLICATION FOR BUILDING PERMIT

This application must be completely filled in and submitted to the Building Department.

1. Plot plan showing location of lot and of buildings and easements on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn on the diagram which is part of this application.
2. This application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications. Plans and specifications shall describe the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
3. The work covered by this application may not be commenced before the issuance of a Building Permit.
4. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
5. No structure shall be occupied or used in whole or in part for any purpose whatsoever until an application is made for a Certificate of Occupancy/Compliance shall have been granted by the Building Department.

Tax Map Number: _____ Address: _____

Application is hereby made to the Building Department for the issuance of a Building permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations as herein described. This applicant agrees to comply with all applicable laws, ordinances and regulations.

(Applicant - Print Name)

(Applicant - Signature)

(Applicant - Telephone Number)

(Applicant - Address)

Circle whether applicant is agent, architect, builder, contractor, engineer, installer, owner, or lessee.

Owner of premises - Name, address and telephone number:

() _____

If Owner or Applicant is a corporation, give names and titles of two (2) officers and signature of duly authorized officer.

State existing use and occupancy of premises and intended use and occupancy of proposed construction:

a. Existing use and occupancy _____

b. Intended use and occupancy _____

Nature of work (check which is applicable):

- New Building
- Accessory Building
- Addition
- Alteration
- Deck
- Garage
- Roof
- Porch
- Solar Panels
- Solid Fuel Burning Appliance
- Wireless Telecommunications Facilities
- Other

Pool: In ground Above ground Size of pool _____
 Repair

Description of work: (Description will appear on Building Permit)

Estimated cost of project \$ _____

If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____

If garage, number of cars _____

Dimension of existing structures, if any: Front _____ Rear _____
 Depth _____ Height _____
 Number of stories _____

Dimensions of entire new construction: Front _____ Rear _____
 Depth _____ Height _____
 Number of stories _____ Square footage _____

Size of lot: Front _____ Rear _____ Depth _____

Zone or use district in which premises are situated _____

Are easements shown on plot plan? Yes _____ No _____

Does proposed construction violate any zoning law, ordinance or regulation? _____

Proof of insurances - Must state Liability and Workers' Compensation or waiver - signed and notarized. (Your insurance company can provide us with proof of insurance by faxing an insurance certificate(s) to (607) 775-9924).

Name and address of Liability Insurance _____

Number of Policy _____ Date of Expiration _____

New York State Workers' Compensation Insurance

Number of Policy _____ Date of Expiration _____

Architect/Engineer - Name, address and telephone number:

 (_____) _____

Contractor - Name, address and telephone number:

 (_____) _____

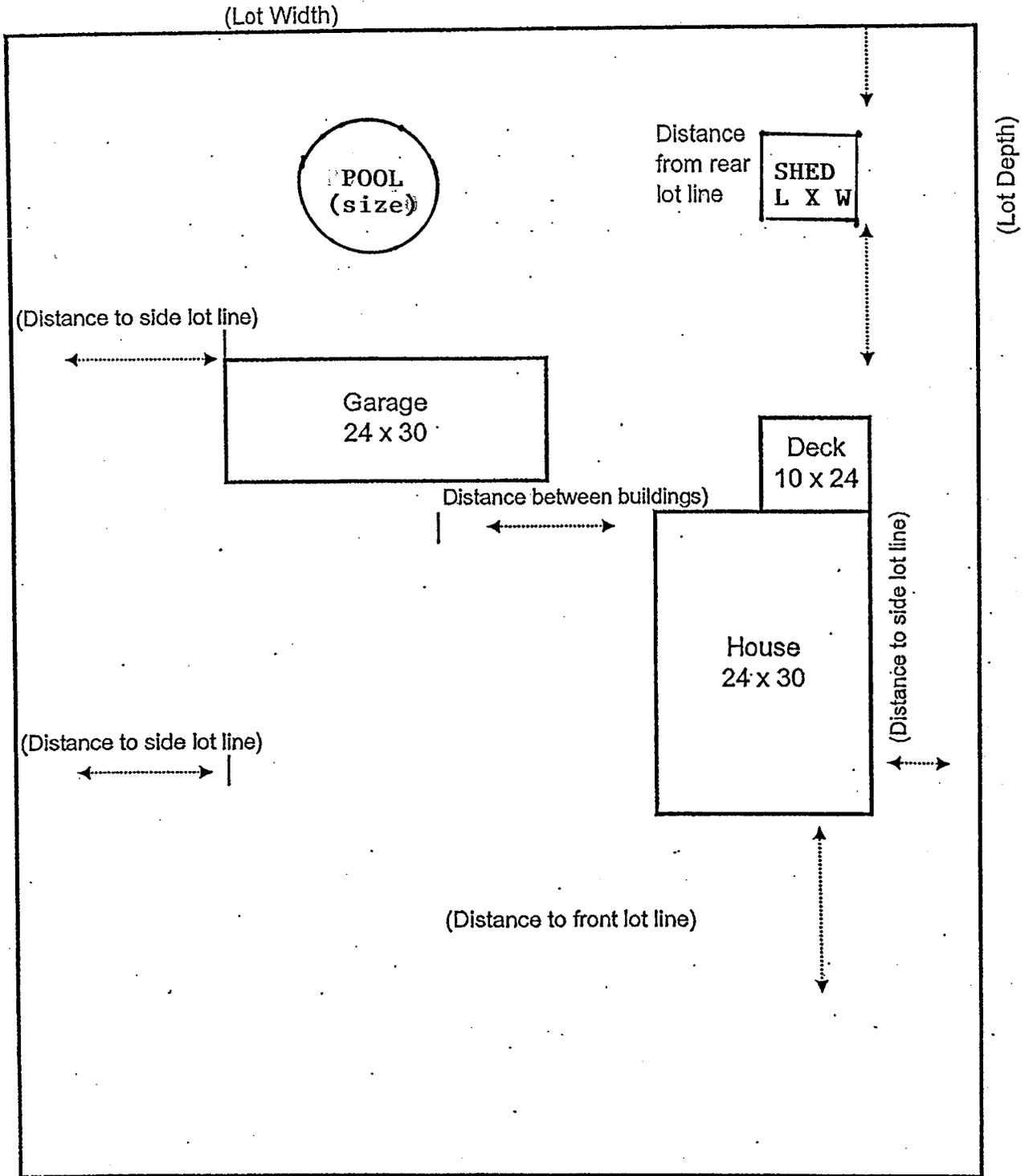
Electrical work must be inspected by, and a Certificate of Approval be obtained from the Atlantic-Inland Inc., or Commonwealth Code Inspection Service, Inc. or other agency or organization? If so, specify.

Will one (1) or more acres of soil be disturbed or exposed? Yes _____ No _____

Environmental Assessment Form: Short _____ Long _____

X. Site or Plot Plan- For Applicant use

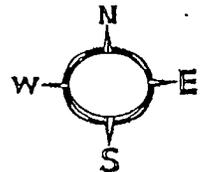
SAMPLE



Road Name ----->

Information needed on site Plan: To include overhead power line locations

Indicate direction of north within the circle:



SITE PLAN SKETCH

Applicant Must Complete Site Plan Sketch

Complete site plan to scale and show important dimensions. Show lot size, direction of slope of land, location of all buildings, indicate all set back dimensions from property lines, building sewers, driveways, center line of highway (road), footer and roof drains, streams and ditches, underground utilities, location of water and sewer systems on adjacent lots, and your preferences for location of well and sewage systems on this lot. Show inches of change for all area where final grade will vary from existing grade.

Date: _____, 20____

Applicant's Name and Address: _____

Telephone # (____) _____

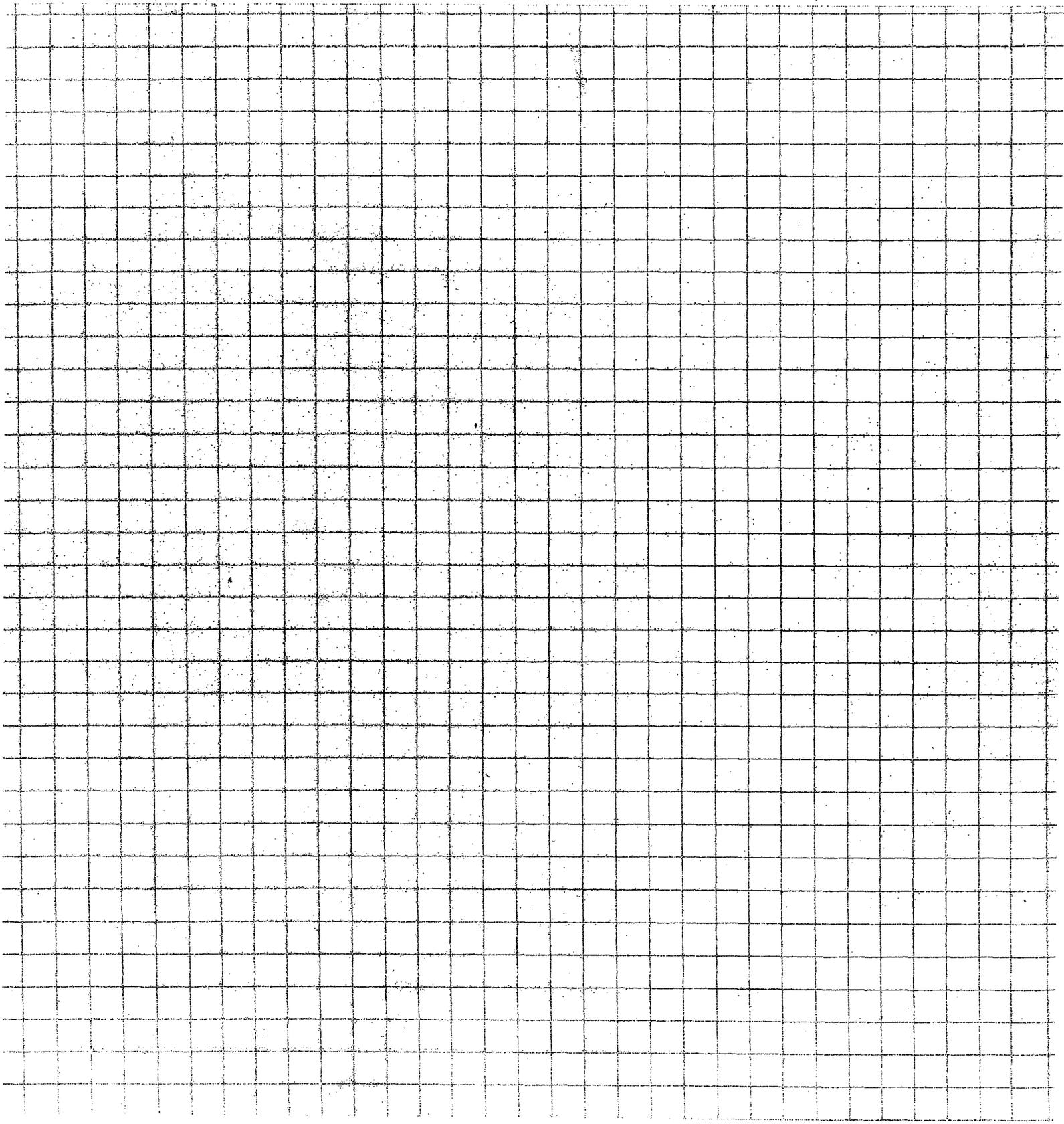
Tax Map # _____

Scale: (check):

_____ 1 square = 5 feet

_____ 1 square = 10 feet

_____ 1 square = ___ feet



BUILDING CODE FEE SCHEDULE

Established by Resolution June 5, 2007

BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF KIRKWOOD IN REGULAR SESSION DULY CONVENED AS FOLLOWS:

1. Pursuant to the provisions of Section 16 of Local Law 13 of 2006 entitled "A Local Law Providing for the Administration and Enforcement of the New York State Fire Prevention and Building Code, any person applying for a building permit shall, in addition to filing an application therefore as provided in said Local Law, pay to the Code Enforcement Officer before the permit is issued, the fee required, as follows:

a. The permit fees for the construction of a new building, additions, alterations or other structures that do not meet the requirements for exceptions to building permits contained in Rule No. 1 (a) of the Rules for Building in the Town of Kirkwood:

1. One and two-family dwellings: \$50.00 plus \$.05 per square foot in excess of 1000 square feet
2. Multiple dwellings: \$100 plus \$.05 per square foot in excess of 2000 square feet
3. General Commercial/Industrial Construction: \$100 plus \$.05 per square foot in excess of 2000 square feet
4. Mobile homes: \$75.00
5. Accessory buildings:
 - a. Residential:
 1. Garages, whether attached to or detached from the main structure, barns, pole barns: \$25.00
 2. Decks: \$0
 3. Sheds (more than 150 square feet): \$25.00
 - b. Commercial/Industrial - \$50.00 plus \$.05 per square foot in excess of 1000 square feet
6. Additions/Repairs/Roof over deck or porch:
 - a. Residential: \$25.00
 - b. Commercial/Industrial: Same as 5(b)
7. Demolishing Structures:
 - a. Residential: \$5.00
 - b. Commercial/Industrial: \$25.00
8. Swimming Pools: \$25.00
9. Chimneys/Fireplaces/Stoves (new or replaced): \$0
10. Signs (Commercial/Industrial) exceeding 10 square feet in area: \$25.00

BUILDING CODE FEE SCHEDULE

Established by Resolution June 5, 2007

11. Floodplain development permit application fee pursuant to section 4.2.2 of Flood Damage Prevention Local Law 11 – 2003: \$25.00
 12. Permit fees for erection of temporary (political) signs pursuant to Section 504.18 of the Zoning Ordinance of the Town of Kirkwood: \$25.00 plus \$25.00 cash deposit
 - b. The square feet of area shall be determined from the outside dimensions of the structures and shall include all floor areas, except for uninhabitable basements and attics of dwellings and garages.
 - c. No permit fee will be required for storage buildings of less than one hundred fifty (150) square feet in area or for the erection of signs less than ten (10) square feet in area.
 - d. The fee for renewal of a building permit when construction has not been completed within one year of its issuance shall be Five Dollars (\$5.00).
 - e. In the event any work is commenced prior to the issuance of a permit pursuant to the terms of this section, the permit fee shall be twice the amount of the regular fee shown above. If any structure is occupied before a certificate of occupancy is issued, the applicant shall be required to pay an additional amount equal to the permit fee originally obtained.
 - f. Any work which is not specifically provided for above, and for which a fee must be obtained, shall be charged a fee in accordance with the rate set forth in the category herein most analogous to such work to be determined at the discretion of the Building Inspector.
 - g. The definitions of one and two family dwellings, multiple dwellings and general construction shall be those set forth in the Uniform Code.
 - h. The Building Inspector shall keep a record of all fees collected and received under this local law with the name of the persons upon whose account the fee was paid out and the date and amount thereof, together with the location of the building or premises to which they relate, and the amounts so collected shall be paid over monthly to the Town Supervisor.
 - i. Fire Safety and property Maintenance Inspections pursuant to Section 11 of Local Law 16 of 2006: There shall be no charge to the property owners for such inspections. However, if the Code Enforcement Officer is required to return to the property which is not in compliance with the Code for re-inspection, the property owner will be charged Twenty Five Dollars (\$25.00) for each such re-inspection commencing with the third re-inspection. Added by resolution 5/7/13.
2. This resolution shall take effect immediately.

FIRE PREVENTION AND BUILDING CODE

SECTION 4. BUILDING PERMITS.

(a) Building Permits Required. Except as otherwise provided in subdivision (b) of this section, a Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.

(b) Exemptions. No Building Permit shall be required for work in any of the following categories:

- (1) construction or installation of one story detached structures associated with one-or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88 square meters);
- (2) installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (3) installation of swimming pools associated with a one-or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;
- (4) installation of fences which are not part of an enclosure surrounding a swimming pool;
- (5) construction of retaining walls unless such walls support a surcharge or impound Class I, n or IIIA liquids;
- (6) construction of temporary motion picture, television and theater stage sets and scenery;
- (7) installation of window awnings supported by an exterior wall of a one-or two-family dwelling or multiple single-family dwellings (townhouses);
- (8) installation of partitions or movable cases less than 5'-9" in height;
- (9) painting, wallpapering, tiling, carpeting, or other similar finish work;
- (10) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;

FIRE PREVENTION AND BUILDING CODE

(11) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or

(12) repairs, provided that such repairs do not involve (i) the removal or cutting away of a load bearing wall, partition, or portion thereof, or of any structural beam or load bearing component; (ii) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; (iii) the enlargement, alteration, replacement or relocation of any building system; or (iv) the removal from service of all or part of a fire protection system for any period of time.

(c) Exemption not deemed authorization to perform non-compliant work. The exemption from the requirement to obtain a building permit for work in any category set forth in subdivision (b) of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

(d) Applications for Building Permits. Applications for a Building Permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

(1) a description of the proposed work;

(2) the tax map number and the street address of the premises where the work is to be performed;

(3) the occupancy classification of any affected building or structure;

(4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and

(5) at least 2 sets of construction documents (drawings and/or specifications) which (i) define the scope of the proposed work; (ii) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law; (iii) indicate with sufficient clarity and detail the nature and extent of the work proposed; (iv) substantiate that the proposed work will comply with the Uniform Code and the Energy Code; and (v) where applicable, include a site plan that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.

FIRE PREVENTION AND BUILDING CODE

(e) Construction documents. Construction documents will not be accepted as part of an application for a Building Permit unless they satisfy the requirements set forth in paragraph (5) of subdivision (d) of this section. Construction documents which are accepted as part of the application for a Building Permit shall be marked as accepted by the Code Enforcement Officer in writing or by stamp. One set of the accepted construction documents shall be retained by the Code Enforcement Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Code Enforcement Personnel. However, the return of a set of accepted construction documents to the applicant for review or for use at the construction site shall not be construed as authorization to commence work, nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Building Permit is issued.

(f) Issuance of Building Permits. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code within 30 days after the application is deemed complete by the Code Enforcement Officer. However, unrelated work on remaining portions of the project can continue. The Code Enforcement Officer shall issue a Building Permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

(g) Building Permits to be displayed. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

(h) Work to be in accordance with construction documents. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. The Building Permit shall contain such a directive. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

(i) Time limits. Building Permits shall become invalid unless the authorized work is commenced within 6 months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

(j) Revocation or suspension of Building Permits. If the Code Enforcement Officer determines that a Building Permit was issued in error because of incorrect, inaccurate or incomplete information, or that the work for which a Building Permit was issued violates the Uniform Code or the Energy Code, the Code Enforcement Officer shall revoke the Building Permit or suspend the Building Permit until such time as the Permit Holder demonstrates that (1) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (2) all work then proposed to be performed shall be in compliance with all applicable provisions of the Uniform Code and the Energy Code.

(k) Fee. The fee specified in or determined in accordance with the provisions set forth in section 16 (Fees) of this local law must be paid at the time of submission of an application for a Building Permit, for an amended Building Permit, or for renewal of a Building Permit.