

## **Town of Chenango:**

### **Requirements for a building permit:**

#### **Overview:**

**When building without a permit:** It is not the Code Enforcement Officers fault that you decided to build a deck or structure without a building permit and without the required inspections. A Certificate of Occupancy will not be issued unless everything is uncovered with approved plans. Your other choice is to get a NYS Licensed Engineer and or Architect to stamp and signed his seal to your plans including a sealed/signed letter that the structure conforms and meets to all NYS Fire & Uniform Codes.

**It is your responsibility to submit clear and concise plans:** The Code Enforcement personnel are not designers. We cannot tell you how to design everything required to conform to the NYS Fire & Uniform Codes. It is your responsibility to submit, detailed, clear and concise plans and specifications (manufacturer) for Code Enforcement to review. No construction work shall be permitted without all the required construction documents by being submitted, approved/accepted and the building permit issued.

**Submission of your permit:** Once you submit your plans with application, your permit is not approved. This is in pending status and work cannot proceed until the building permit is approved.

#### **If you are in question if a permit is required-**

Please call our office- (607) -648-4809 X5 or e-mail [ordinance@townofchenango.com](mailto:ordinance@townofchenango.com)

### **Requirements for permits:**

- New Homes and all homes require premises Identification
- New Commercial
- Residential and Commercial remodeling, additions and alterations.
- Work that needs compliance with NYS Uniform Codes.
- All decks
- Garages, Barns including Pole Barns and pavilions
- All sheds- accessory structures including permanent tents
- Changes to a building system- fire, alarms, sprinklers, smoke detection systems, commercial cooking appliances
- All structural changes
- Any electrical work
- Any Plumbing work
- All signs
- Chimney, fireplace, woodstove, inserts- any work in new, relining, re-building
- Outdoor Furnaces
- Swimming Pools above and in ground- anything 24" deep.

**Building plans**- prepared and stamped a professional architect or engineer, licensed in this state per NYS education Law. Building plans are required for all major construction projects/additions. Acceptance of plans for any project is determined by quality of submitted documents. Contact Ordinance office if in doubt. **No review shall proceed if any of the requested items is omitted or incompletely submitted with fees paid.** The registered design professional shall sign and seal their design on every page. **Upon application your permit is in "pending status" and No work shall proceed until the building permit is "APPROVED".**

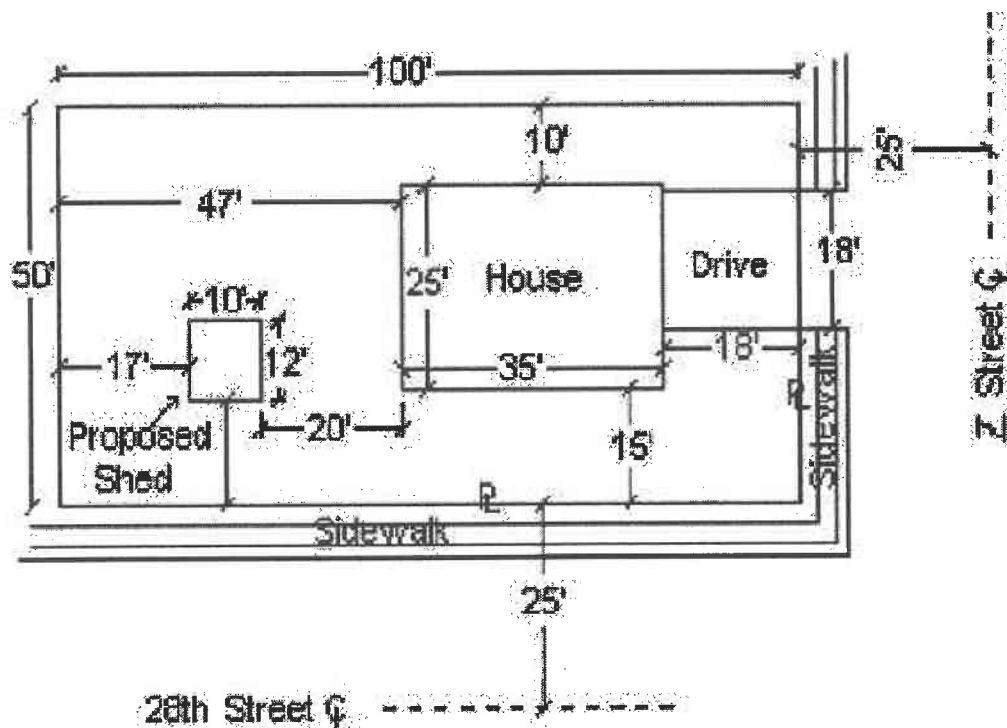
1) **Permit application**: owner and contractor contact information.

2) A **site plan** - this shows the location of the building with regards to the front, side and rear property lines by dimensions/distances with dimensions of the new structure. Showing/labeling existing and new construction

Label- sewer, water, utilities

\*Note\* - corner lots have two frontages.

**Example site plan:**



3) **Construction Documents/plans:** each page shall bear the name, address, block, lot number of the project, the name, address and telephone number of the design professional, drawing title, the scale, what NYS Code year referenced and date of submission.

**Permit Review Requirements:** Commercial and or Residential (when applicable)

- Type of construction
- Use group and Occupancy Classification
- Height and area
- Exterior Elevations
- Floor to ceiling height
- Overall Height
- List/location of all installed Fire/Water-Based Protection systems /Fire prevention.
- List of mixed use occupancies, separated, and non-separated
- Floor plan -dimensioned of the interior - Drawing(s) of the floor layout(s).
  - Wall, floor and roof sections
  - Existing residence square footage
  - Proposed Sq. ft .of every room or space within plans including additions- includes every level or story
  - Smoke and Carbon Monoxide Detector locations
  - Receptacles, Switches, Lighting, Exhaust fans etc.
  - Boiler and Furnace locations
  - Label use of all areas- (conditioned and unconditioned space)
  - Footing, Foundation & Slab details
  - Footing Foundation drains
  - Reinforcing
  - Concrete specifications
  - Door, window, glazing schedule in new construction
  - Structural design loads
  - Cross-Sections - Structural details.
  - Mechanical plans- including design criteria, water heating equipment make types, sizes, efficiencies
- Penetrations detail- Continuous air barrier details of sealing thermal boundary
- List of accessory use
- List of Incidental use
- Means of egress plan and travel distance dimensions. (including exiting)
- Occupant loads for all areas (actual and calculated)
- Provide manufacturer specs
- List of special Inspections
- Identify each special inspector assigned to each special inspection w/ certification
- Fire separation
- Kitchen hoods, hood ventilation systems
- Handicap accessibility

- Soil class/soil investigation report/design load bearing capacity
- **Energy Code requirements**–“Mandatory” all new construction, additions and renovations must comply with applicable requirements of the Energy Conservation Construction Code of New York State- 2010 (ECCCNYS): (See exceptions E101.4.3)
  - **Audit**- [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck).
  - Complete Thermal Envelope
  - Air Sealing details- All air sealing shall be done
  - Heating and Cooling load calculations for equipment sizing- HVAC system/ duct design.
  - Electric panel- listing of R-Values
  - Attic access- shall meet same R-value as ceiling/walls
- Elevation plan: front, side, and rear views depicting the project as completed.
- Plumbing- fixture and piping
- Electrical plans(emergency lighting)Smoke Detector locations-alarms

4) **Workers Comp/Insurance**

5) **Health Department Plans**- Septic's- Their approvals- copy required

6) **Storm Water Management Plan**- (SWPP) required if construction site is disturbing more than one acre of land

7) **Flood Plain/Zones**- Flood plain permit - elevation certificate

8) **Planning Approval**- new business, change of use, etc.

9) **All water and sewer hook ups** shall be inspected and approved by the Town's water dept. before backfill.

10) **Demolition**- Asbestos survey

11) **Erosion and Sediment Control Plan** application-

- Disturbance of more than 10,000 Square feet and less than 1acre
- Movement and or fill involving 50 and less than 250 cubic yards of fill, sod, sand, gravel or stone.
- Laying and or replacing underground pipe for 300 feet or more
- Disturbance of a road ditch, drainage swale, or other channel 30 feet or more.

If not required, at a minimum, best management practices for erosion and sediment control must be employed during construction.

## **Inspections:**

Make sure all required inspections are performed, including final Inspection. Failure to notify our department will result in refusal to issue a Certificate of Occupancy or Certificate of Compliance for the project.

Construction or work for which a permit is required shall be subject to inspection by the *code enforcement official*.

**Required approvals.** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code enforcement official. The *code enforcement official*, upon notification, shall make the requested inspections and shall either indicate the portion of the

construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *code enforcement official*.

**Approved inspection agencies.** The *code enforcement official* is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

**Inspection requests.** It shall be the duty of the holder of the permit or their duly authorized agent to notify the *code enforcement official* when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

**Reinspection and testing.** Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with the code. The work or installation shall then be resubmitted to the *code enforcement official* for approval by inspection and testing.

**Reinspection.** A building shall be re-inspected when determined necessary by the *code enforcement official*.

**Final inspection.** The building shall have a final inspection and **not be occupied until approved.**

**Suspension and/or revocation.** The *code enforcement official* is authorized to suspend and/or revoke a notice of approval if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit in writing which was issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure, premise, or portion thereof is in violation of any ordinance or regulation or any of the provisions of NYS code.

**Type of Inspections:** May vary on type of project:

**Mandatory-** Call before any concrete pour.

- SWPPP
- Simple Erosion and Sediment Control Plan for 1 acre and less and for all new residential construction
- Hole depth (minimum frost level-42 inches)
- **Footer- prior to pour**, rod in place (DECKS- MINIMAL 12" WIDTH)
- **Foundation-** walls tarred, footer drains and stone before backfill
  - **BEFORE ANY CONCRETE POUR**
- **Frostwall-** 42" depth, building size, setbacks, rod in place, **prior to pour**
- **Slab-** size, thickness, setbacks, rod in place-
  - **BEFORE ANY CONCRETE POUR**
- **Posts-** treated, 42", depth, spacing, setbacks
- **Framing-** according to plan- **do not call for inspection unless all holes and penetrations are sealed-** Includes all electrical, plumbing holes in studs
  - **Deck framing-** call before deck boards are attached on low ground levels
- **Pre-Cladding-** all holes and gaps sealed with continuous/sealed air barrier cover top to bottom

- Rough plumbing- completely installed with underneath bedding and exposed BOTH DRAIN & WATER LINES. - Materials used, venting, pipe support, structural integrity (no ferncos allowed underground)
- Below grade plumbing- cast or PVC, must be sleeved, bedding material
- Insulation: Completely installed - all exposed & sealed **with no compression, voids and gaps** (no sheetrock cover) (insulation behind fireplace & mechanical units at exterior walls).
- Septic & Sewer- by an Engineer or Town of Chenango Utilities Department
- Woodstove, fireplace insert, direct connect,- installed to manufacturers specifications( copy required )
- Masonry chimney, masonry fireplace
  - Foundation, materials, depth below grade
  - Clean out, outside air, hearth, clearances
  - Smoke chamber box, firebox, solid masonry, pargeted
  - Final termination height – 2'-10'rules
  - 2" clearance sealed
- Pre-fab chimney
- Electrical- rough wire and final electrical inspection by underwriter
- Pool- Hole & Pre-pour, Fence enclosure, electrical, audible alarm
- Final- Building completed- no occupancy

\*\* Inspector will not inspect any work that is partial or covered up. \*\*

\*\*Call for Final Inspection as all structures require a Certificate of Occupancy\*\*

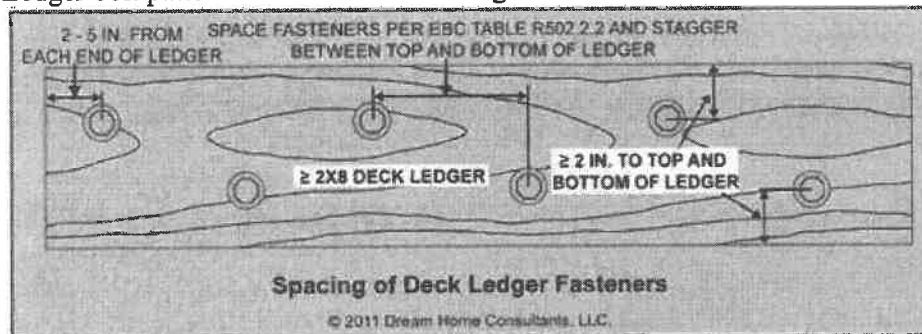
**Deck Construction:** \*\*Details are meant to be informative and are not a part of NYS Residential Code\*\*

Decks: Same as NYS Residential Code requirements:

**Submitted plans** -need to be drawn **clear and concise** where any builder can completely build the proposed deck from your submitted plans. Code does no design work - This is your plan.

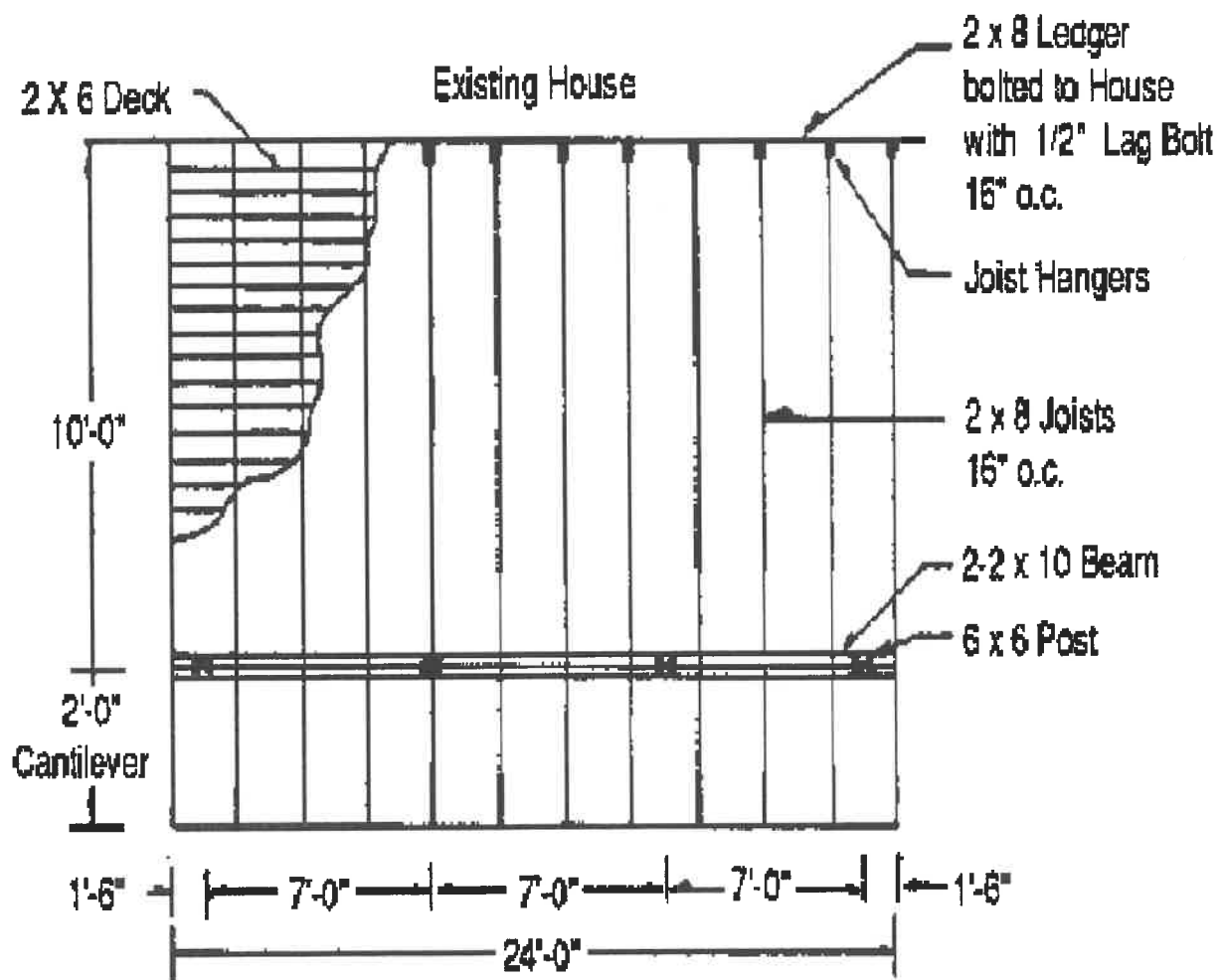
**Requirements:**

- Plot plan
  - Outline of property
  - Dimensions of the property
  - Streets- labeled
  - Size of buildings
  - Location of all properties buildings & accessory structures, wells sewer& septic.
  - Distances to property lines from all new and existing structures
- Plan view cross section plans with elevation
- Overall deck size
- Type of wood- decking size and make
- Spacing between house and beam
- Post size and spacing
- Post to beam connection
- Height of deck above grade/ deck elevation
- Footing size, depth and method
- Beam, joist size and spans/spacing
- Foundation requirements: 6"x6" posts are recommended- anything over 4'-0"- 6x6 are required
- Guards required with elevations over 30" per NYS Code R312.1
- Guard minimal height 34"-38"- over 30" elevation- 36" minimal guard height
- Stairs- 36 inch clear width
- Handrails shall be installed on all open sides where four or more risers exist
- Baluster spacing- maximum 4"
- Ledger Board minimal size- 2"x 8"
- Joist connection to ledger and beam
- Ledger bolt patterns- Minimal 1/2"- or ledger locks.



- Posts shall be positively anchored- shall be designed and constructed to resist uplift –Meaning- **Concrete pyramid blocks are not allowed** unless stamped by a Licensed Engineer and or Architect. Copy required
- Thru bolts, lag and carriage bolt- size and length w/ nut & washer
- **Freestanding** deck structure- all support posts shall bear upon a minimal 6"x12"x12" footer with minimal (2) horizontal #4 rebar. Anchorage- post bracket attached to post and secured into footer. Free standing decks greater than 2 feet above grade must be able to resist lateral and horizontal movement by providing diagonal bracing.
- **Attached** deck- to a frost protected foundation or structure/ledger- the support posts shall extend below frost line of a **minimal 42"**. Footer minimal 6"x12" x12" or a **minimal 12"** sonotubes with anchor & brackets.

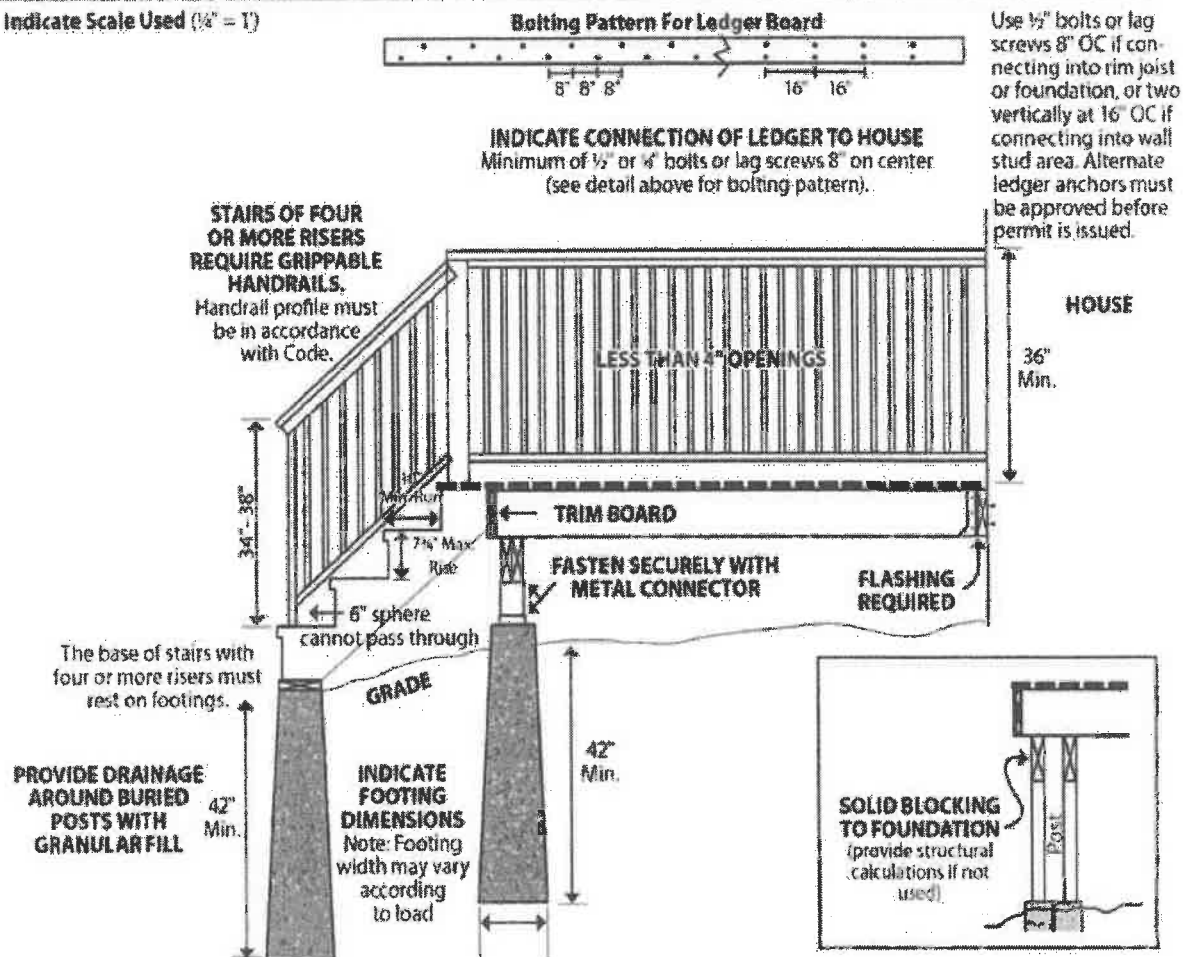
### Sample Plans Review:





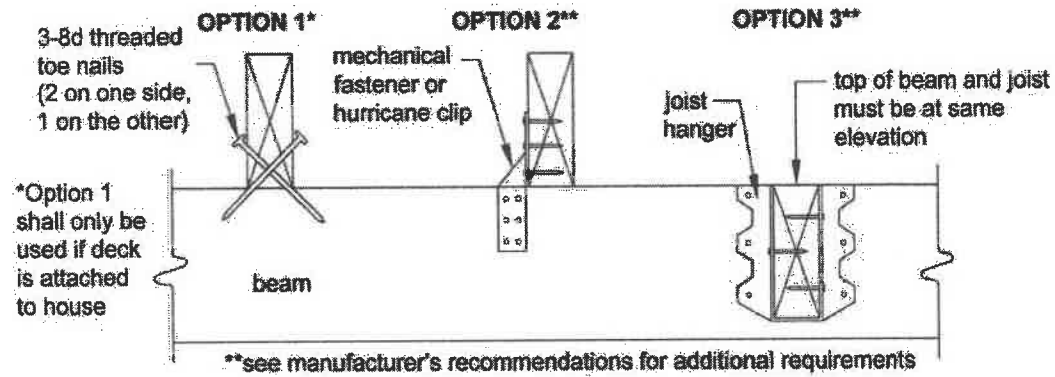
## Sample Elevation View:

Indicate Scale Used ( $\frac{1}{4}" = 1'$ )

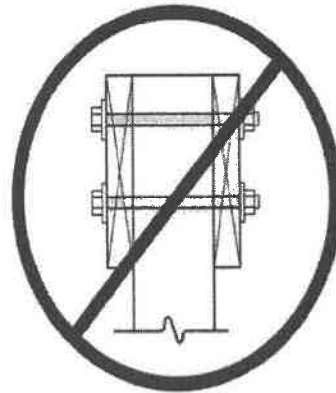
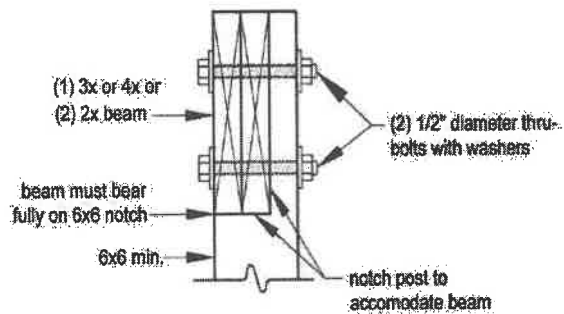


Footers minimum diameter/square size is 12"

### Joist to beam connection:



### Post to beam Requirements:



**Average Max Joist spans:**

**FLOOR JOISTS – 40 PSF LIVE LOAD, 10 PSF DEAD LOAD, 360 DEFLECTION**

ALL ROOMS EXCEPT SLEEPING ROOMS AND ATTIC FLOORS

Size	Spacing	Grade			
inches	inches on center	Visually Graded			
		SS	No.1	No.2	No.3
<b>2 x6</b>	<b>12.0</b>	11-2	10 -11	10-9	9-4
	<b>16.0</b>	10-2	9 -11	9-9	8-1
	<b>19.2</b>	9-6	9 -4	9-2	7-4
	<b>24.0</b>	8-10	8 -8	8-6	6-7
<b>2 x8</b>	<b>12.0</b>	14-8	14 -5	14-2	11-11
	<b>16.0</b>	13-4	13 -1	12-10	10-3
	<b>19.2</b>	12-7	12 -4	12-1	9-5
	<b>24.0</b>	11-8	11 -5	11-0	8-5
<b>2 x10</b>	<b>12.0</b>	18-9	18 -5	18-0	14-0
	<b>16.0</b>	17-0	16 -9	16-1	12-2
	<b>19.2</b>	16-0	15 -9	14-8	11-1
	<b>24.0</b>	14-11	14 -7	13-1	9-11
<b>2 x12</b>	<b>12.0</b>	22-10	22 -5	21-9	16-8
	<b>16.0</b>	20-9	20 -4	18-10	14-6
	<b>19.2</b>	19-6	19 -2	17-2	13-2
	<b>24.0</b>	18-1	17 -5	15-5	11-10

**Average Beam Span : (Avg.bldg. width-28' @ ground snow load 50psf)**

(Quantity) size = span

(2) 2x8 = 5'-2"

(2) 2x10 = 6'-3"

(2) 2x12 = 7'-3"

**Decks with Pools:**

Decks built adjacent to a pool must comply with the barrier requirements for a pool (48 inch high barrier with a self-closing/self-latching locked gate) or door alarms with Interior Audible for any door that allows direct entry to the pool.

**Decks with Roofs:** Same as a deck permit but include below information:

Spans of rafters, roof sheathing size, joist size and span, post sizes and span, Truss certification, connections, hole depth, footer size, roofing material, felt paper, ice and water shield, hurricane ties, etc.

## **Solar Panels:**

### **PURPOSE:**

This is a guide to assist in the plan review, permit, and inspection process for the installation of a residential solar panel system. Listed below are the required components to be included in drawings to obtain permits, and the items that the inspectors will be verifying in the field during the inspection process.

- Building permit required
- Site Plan
- Copy of complete Manufacturer Specifications
- Contractors' insurance (all) Workers' Compensation & Disability with valid expiration dates
- Electric Certificate from an approved Agency / Grounding

### **Building Permit/ Drawing Package Contents:**

-When equipment is installed on an existing structure:

1- include a **letter from a structural engineer** indicating that the existing structure is sufficient to support the new loads associated with the additional weight and wind resistance (minimum 90 mph wind speed design).

2-**Structural plans** designed and sealed by a NYS Professional Engineer for securing the panels to the existing structure or to a new foundation or structure shall be submitted.

At minimum, the following shall be indicated on the plans (including a site or roof plan) to be confirmed during inspection:

- ☐ Panel Layout
- ☐ Mounting Structure & Anchors
- ☐ Roof Penetrations
- ☐ Grounding Points

### **Inspection Package Contents: Before a Certificate of Occupancy**

1-The manufacturer's installation manual and the permit drawings must remain on the jobsite at all times during the inspection process.

2-The structural engineer must provide a **special inspection letter certifying that the installation conforms to his/her design.** (Copy to Code Official)

3-Applicant shall provide access for inspectors to review the installation for final Inspection

## **Handicap Ramps:**

1. Building Permit Application
2. Set of structural drawings showing details of proposed project.
3. Site plan showing boundaries, proposed or existing location of septic, dry well, leach fields, wells, accessory structure(s), and project location. Show side, rear, and front setbacks from project to property line, septic, etc. Site plan must also show utilities, proposed or existing, to the site and location of electrical service must also be shown.
4. Current copy of Liability and Worker's Compensation Insurance Certificates for contractors must be on file in the Building Inspector's Office.
5. All ramps must conform with the Code of New York State - No Exceptions!
6. No building or structure shall be begun, extended, structurally altered, or moved, nor shall any excavation be commenced, nor shall the use of an existing facility or land be changed until a building permit or grading/site preparation permit has been issued by the Building Inspector or Code Enforcement Officer.

## **Outdoor Wood Boiler:**

**Permit required- Only allowed in Agricultural zone area.**

Manufacturer specifications required- copy to our office

Wood furnace that is rated below 250,000 BTU/hr classified as residential system  
Commercial systems (> 250,000 BTU/hr) may not be installed for residential use and include greater installation requirements.

**<http://www.dec.ny.gov/chemical/51986.html>**

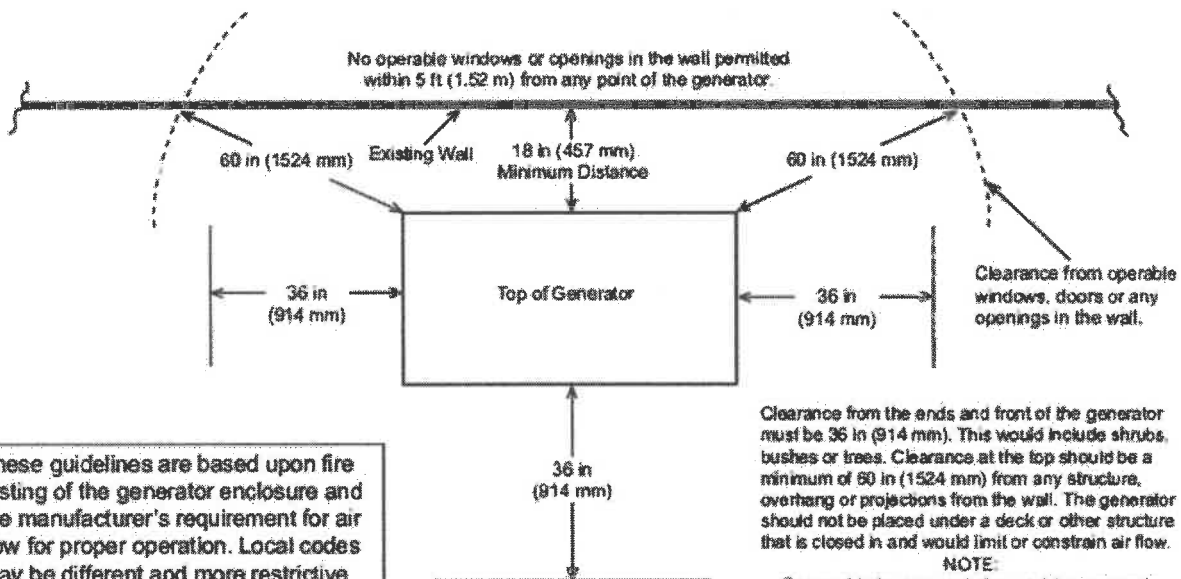
### **Rules and Regulations:**

NYSDEC- 6 NYCRR-Part 247- <http://www.dec.ny.gov/regs/71720.html>

### **What should you do if you are adversely impacted by smoke from a neighbor's OWB?**

Contact the NYSDEC's regional office for your location. You may be asked to maintain logs to identify periods when smoke emitted from the OWB appears heaviest and when/how your enjoyment of life and property are compromised. These logs may help the NYSDEC resolve your complaint.

## PLACEMENT DIAGRAM — AIR-COOLED GENERATORS



## **Sheds:**

All sheds in the Town of Chenango require a building permit- This is more restrictive than NYS. All tent like permanent structures require a permit.

Required documentation:

- Structures plans/ **shed manufacturer specifications**: layout
- Foundation type- slab, sleepers, anchoring
- Maximum 16 feet in height.-
- Site plan for placement of shed including its usage stated on plans.
- Size of shed
- Flood zoned areas require anchoring
- Maximum two accessory structures are allowed per property. A Variance is required above this limitation.

## **Demolition permits:** (ACM- Asbestos containing Material)

- No charge
- Copy of Insurance &NYS Certifications
- **No Asbestos** (Pre 1974 Buildings)
  - Asbestos survey by a licensed/ Certified Asbestos Inspector
  - Declaration of asbestos free
  - Application for permit
  - Copy of asbestos survey- landfill needs a copy
  - Haul as construction & demolition debris
- **Asbestos Found:** REMOVING BY SECTION
  - Asbestos survey by a licensed/ Certified Asbestos Inspector
  - Application for permit
  - ACM ABATEMENT to Code rule 56- certified handler/licensed company
  - NYSDOL- notification and fee if more than 160sf or 260sf of ACM (ex. caulk)
  - Air Monitoring, site monitoring
  - Submit a copy of Project Monitor's asbestos survey declaring asbestos free.
  - Haul as construction & demolition debris

- **Asbestos Found:** LEFT IN PLACE/ REMOVE IN ONE LUMP/HAUL
  - Asbestos survey by a licensed/ Certified Asbestos Inspector
  - Declare all materials (entire structure) are ACM
  - Unsafe Building, condemnation declaration
  - Copy of asbestos survey
  - Apply for Demolition permit with Town
  - Notification to NYSDOL
  - Haul as Hazardous materials
  - Licensed/Certified Hauler if friable ACM; Part 365 NYSDEC Permit
  - Copy of bills- to verify material went to approved dump site

### **Operating a business:**

Planning board approval

Business from a PVA:

- Site plan approval from planning board
- Letter of permission from land/property owner
- Planning board application – filled out
- Site plan- showing location in relation to all property lines
- Letter of intent from you stating hours of operation, # of employees, traffic flow, required parking, volume of business, lighting

\*Any changes in any use about property or in business require planning board approval.\*

### **Noise complaints**

Notify your local Police department- Police work 24 hours a day- Noises/Loud Disturbances should be handled by Law Enforcement/ Police Department. Loud Noises/Disturbances are associated with possible criminal activity and shall be handled accordingly.

Emergencies- CALL 911

### **Open Burning Complaints:**

Call the local Fire Department and or NYSDEC- They are prepared for and will enforce NYS regulations.



## **Pools:**

**All pools (24inches in height and above) require a permit:**

**No work shall be done until a “Approved” building permit is issued**

Submit the following with application:

- Site plan with setbacks
- Pool size and liquid capacity
- Size of motor and filter type
- Electrical Certification
- Method of filling the pool
- Pool manual/ manufacturer specifications
- Pool alarm information

**SWIMMING POOL.** Any structure, basin, chamber or tank which is intended for swimming, diving, recreational bathing or wading and which contains, is designed to contain, or is capable of containing water more than 24 inches (610 mm) deep at any point. This includes in-ground, above-ground and on-ground pools; indoor pools; hot tubs; spas; and fixed-in-place wading pools.

**Meaning:** any pool over 24 inches shall apply for a pool permit.

**Including: any pool over 24”** is required to **have an alarm and a 48” solid barrier** completely around the pool with a self- latching gate.

Houses can be a barrier, but then your house would require audible alarms- unless a guard/railing of 48” is attached about the deck- with a self – latching/closing gate at 48”.

The only exceptions to an alarm are:

- Automatic power pool safety covers applying to ASTM F136
- Any pool before December 14th 2006- must be verified with manufacturer specifications- no exceptions