

**TOWN OF SKANEATELES**  
**PERMIT GUIDELINES FOR**  
**NEW 1 AND 2 FAMILY RESIDENTIAL DWELLINGS**

- 1) Completed building/zoning permit application including required items 1-5 as listed.
- 2) Complete set of construction drawings designed according to the NYS Residential Code with original stamp and signature of a NYS licensed architect or professional engineer. Plans must show all structural, climatic and geographic design criteria for snow load, wind speed, seismic design category, live and dead loads. If plans show engineered floor systems, shop drawings from manufacturer must also be submitted in addition to architectural drawings. If roof is of engineered truss construction shop drawings and individual certified truss certificates are required in addition to architectural drawings.
- 3) NYS Energy Code Compliance documentation including submission HVAC equipment loads and sizing in accordance with ACCA manual J.
- 4) Onondaga County Department of Health approval of septic system design.
- 5) Driveway permit. If property is located on a Town road, applications are available from the Town Clerk and require the approval of the Town Highway Superintendent. If located on a County road, contact the Onondaga County DOT @ 315-435-3176. If located on a State road, contact the NYSDOT @ 315-672-8151. Not sure? Contact the building department staff at 315-685-1384 for help.
- 6) If applicable, water meter and/or tap to be paid for at Town Clerk's office. Contact the Town Clerk @ 315-685-3473 for fees.
- 7) Plumbing permits from Onondaga County Plumbing Control and electrical permits from Town approved agencies may be applied for after the building permit is issued. Any electrical that is to be installed must be inspected by an electrical inspection agency approved by the Town Board. The following are approved agencies: NYS Board of Fire Underwriters, Commonwealth Electrical Inspection Services or The Inspector.
- 8) Proper erosion control measures to be installed around the perimeter of the property. Construction activities that disturb one or more acres of land require a SPEDES General Permit from the NYSDEC. If the property is located in the Skaneateles Lake Watershed, there are additional requirements. For more information contact NYSDEC at 315-426-7504 or [www.dec.ny.gov/chemical/8468.html](http://www.dec.ny.gov/chemical/8468.html) and City of Syracuse Water Department 2 315-685-6486.
- 9) No building or structure shall be occupied or used for any purpose whatsoever until a Certificate of Occupancy/Compliance has been issued. An as-built survey, electrical, plumbing, and septic system final inspection certificates are required before the issuance of the Certificate of Occupancy/Compliance.

Any questions, please call the Building & Codes Department at (315) 685-0833.

## Town of Skaneateles Requirements for a Building Permit

Please be advised that it will take approximately 5-10 business days to review a **complete application** to determine compliance with the Town Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code. The review process begins when a **complete application** has been received. The following is required for a **complete application** and failure to submit any of these may result in the delay of your project. Please call the Building and Zoning Department at 685-0833 if you have any questions regarding this.

1. **Original** copy of completed permit application **printed in ink** and **signed by record owner** (proof of ownership may be required).
2. If property is located within the Lake Watershed Overlay District, applicant must submit copies to the City of Syracuse Water Department located at 20 West Genesee Street, Skaneateles. This should be done at the same time submittal is made to the Town. (Please see attached City of Syracuse letter dated 2/11/04)
3. One copy of an original survey map certified within five years of the date of this application showing location of all existing and proposed structures (including decks, porches, fireplaces, etc.), **with front, rear and side setbacks drawn by a licensed surveyor or engineer.** If survey doesn't represent current conditions, re-certification is required. If property has lakefront, the lake line (865.02' – National Geodetic Vertical Datum, 1929) must be shown. Information indicating impermeable surface coverage and lot coverage may be required.
4. One copy of plans of structure and specifications. **If cost of structure is over \$20,000 (materials and labor), NYS architect or professional engineer drawings stamped and signed, are required.**
5. Contractors certificates of insurance or exemption for workers compensation, disability and liability CE-200 (certificate of attestation of exemption) **or** C-105.2, u-26.3 (State Insurance Fund Version) **or** SI-12 **or** GSI-105.2 **or** BP-1 (if homeowner of a 1,2,3, or 4 owner-occupied residence is listed as the general contractor and performing all the work for which the building permit is issued). Please call the Bureau of Compliance at (518) 486-6307 with any general questions regarding the Workers' Compensation Law. Official website – [www.wcb.state.ny.us](http://www.wcb.state.ny.us).
6. For any dwelling constructed before 1989, an asbestos survey must be completed by a certified Asbestos Inspector, in compliance with OSHA and Industrial Code Rule 56, whenever all or part of a building or structure will be demolished, renovated, remodeled, or repaired. The survey will determine if the planning work will disturb asbestos material, and a copy is to be provided to the town.

If there are no zoning issues that require Zoning or Planning Board approval, a permit is issued, and a fee collected. Building permit fees are based on the square footage for new construction, or by the value of the proposed renovation or alteration. Valuation is the anticipated market value of the proposed construction project and includes **all labor and materials** for which the permit is issued. Determination of the value shall be made by the building official based on average construction costs per square foot as established in the Building Valuation Data (BVD) table published by the International Code Council. Please see the Building and Zoning Fee schedule for applicable fees.

# TOWN OF SKANEATELES

## APPLICATION FOR ZONING AND BUILDING PERMIT

**FOR TOWN USE ONLY**

Date Submitted _____	Tax Map No. _____	Permit No. _____
Date Approved _____	Zoning District _____	Occupancy _____
Date Denied _____	Permit Fee \$ _____	Construction _____
LWOD _____	FPOD _____	_____

*Approved By* \_\_\_\_\_

### PRINT IN INK OR TYPE CLEARLY AND FILL IN ALL PLACES THAT APPLY

Application is hereby made to the Code Enforcement Officer for the issuance of a Zoning and Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and/or change in the nature of the occupancy of any building or structure within the boundaries of the Town of Skaneateles.

1. Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name of Applicant for Permit: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Other: \_\_\_\_\_ Email: \_\_\_\_\_

4. Architect or Engineer of Record: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. General Contractor/Construction Manager: \_\_\_\_\_

(If OWNER doing *all* work under this Permit Application check here )

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone or Other: \_\_\_\_\_ Email: \_\_\_\_\_

*(Contractor to attach a copy of Certificate of Insurance including liability, worker's compensation and disability insurance or NYS exemption certificate.) Please see the attached memo from Codes Enforcement Office about Insurance requirements.*

6. **NATURE OF WORK (check all that apply):**

- |  |                         |                       |
|--|-------------------------|-----------------------|
| New Structure  | Addition                | Alteration/Repair     |
| Deck/Patio   | Demolition/Removal      | Fireplace/Stove       |
| Move Building  | Shed                    | Chimney               |
| Sign   | Shoreline Structure     | Swimming Pool/Hot Tub |
| Fence/Berm/Wall  | Add impermeable surface |                       |
| Conversion of seasonal residence to year-round residence |                         |                       |
| All others _____   |                         |                       |

7. **Estimated total valuation of construction:** \$ \_\_\_\_\_  
 (Include estimated value of all work, materials and labor for the work under this application.)

8. **DESCRIPTION OF PROJECT:**

Set forth a narrative description of the proposed project. Describe in detail the work to be done and/or the proposed use, including use and size of all items checked in number 6 above. If the space allowed is insufficient, attach addendum sheets as may be necessary:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Will there be any electrical or plumbing work associated with this project?  
 Yes No

10. **ZONING INFORMATION:**

1. Area of lot \_\_\_\_\_ (1 acre =43,560 square feet)
- |   |     |    |
|---|-----|----|
| 2. Site affected by flood plain?  | Yes | No |
| 3. Site is in the Skaneateles Lake Watershed?   | Yes | No |
| 4. Site is in the Owasco Lake Watershed?  | Yes | No |
| 5. Is proposed project within 100 feet of the mean lake line?                                     | Yes | No |
| 6. Are there any slopes:  |     |    |
| exceeding 12%?  | Yes | No |
| exceeding 30%?  | Yes | No |
| 7. Is there any stream, pond, lake or drainage channel located on or within 200 feet of property? | Yes | No |
| 8. Are there any easements on the property?   | Yes | No |
| 9. Are there any wetlands on the property?  | Yes | No |

Building Information	Existing Structure	Proposed Structure/Addition
Principal Building: total floor space	SF	SF
Attached Garage	SF	SF
Attached Decks and Porches	SF	SF
Accessory Buildings: List all detached buildings and the use (storage, shop, animals, etc)	SF	SF
	SF	SF
	SF	SF
Total of all structures	SF	SF
Number of Bedrooms		
Number of Bathrooms		
Number of Fireplaces		
Finished basement	SF	SF
Building Height (measured from the average finished grade of the perimeter of the house to highest point of roof)	FT	FT

11. PROPERTY USE (see Town Code §148-8 for allowable uses)  
Current (ie: one-family/office/retail/etc.): \_\_\_\_\_  
Proposed: \_\_\_\_\_

12. OTHER:
- A. The applicant shall notify the Codes Enforcement office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Code of the Town of Skaneateles, New York and NYS Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Code of the Town of Skaneateles, the NYS Uniform Fire Prevention and Building Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire 18 months from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy) whichever comes first.

#### CERTIFICATION

**The undersigned hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this application is accurate and true. The undersigned represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code and the plans and specifications annexed hereto.**

**PERMIT CANNOT BE ISSUED WITHOUT PROPERTY OWNER SIGNATURE.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Applicants Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

## Lot Coverage Calculation Worksheet

**OPEN SPACE** – An area of land not developed with structures and used for recreation, agriculture, landscaping, or forestry or left in its natural state.

**IMPERMEABLE SURFACE** – Any roofed or other solid structure or material covering the ground through which water does not readily penetrate, including, but not limited to concrete, oil and stone, tar or asphalt pavement or compacted gravel. Regardless of the construction materials, any area, which is used for driveway or parking purposes, including disturbed grass, ground cover, or dirt, shall be considered impermeable. A deck with spaced boards at least 1/8 inch apart, a swimming pool surface, and a patio with a permeable paving system shall not be considered impermeable. Any other surface which does not satisfy the definition of "Permeable Surface" shall be deemed an impermeable surface.

**LOT COVERAGE** -Total lot coverage is the percentage of lot area occupied by permeable and impermeable surfaces, exclusive of public road rights-of-way that were established by the Town Planning Board.

**IMPERMEABLE SURFACE COVERAGE** – The ratio between impermeable surface and total land area of a lot (excluding public rights-of-way) expressed as the percentage of land covered by impermeable surfaces.

IMPERMEABLE SURFACES	EXISTING	PROPOSED
House	SF	SF
Accessory Structures	SF	SF
Driveway***	SF	SF
Concrete Pads or Sidewalks	SF	SF
Other**	SF	SF
<b>Total Impermeable Surfaces</b>	(a) SF	(c) SF
<b>Total % of Impermeable Surface Coverage</b> (Total Impermeable surfaces ÷ Lot area = % impermeable surface]	%	%

PERMEABLE SURFACES	EXISTING	PROPOSED
Swimming Pool Surface	SF	SF
Wood Deck w/Spaced Boards	SF	SF
Open joint Patio & Walks	SF	SF
Other – Paving Systems	SF	SF
<b>Total Permeable Surfaces</b>	(b) SF	(d) SF

LOT COVERAGE CALCULATION	EXISTING	PROPOSED
<b>Total Lot Coverages</b> (Impermeable + Permeable)	(a+b) SF	(c+d) SF
<b>*Lot Area</b> (in Square Feet. An acre = 43,560 SF)	SF	SF
<b>Total % Lot Coverage</b> [(total lot coverage) ÷ lot area = Total Coverage	%	%

\* Lot area must be calculated to the road boundary or right-of-way, not the centerline. In the case of lakefront property, the area must be calculated to the mean lake line elevation of 865.02'-NGVD.

\*\* Storage sheds, detached garages, pole barns, etc.

\*\*\* All driveways must be calculated as impermeable

***To All Building Permit Applications  
City of Syracuse Water Department***

Pursuant to the Skaneateles Watershed Rules and Regulations, the Syracuse Water Department must be notified of any building permit applications and proposed construction activities prior to commencement of the action. A Sediment and Erosion Control Plan may also be necessary. The two sections below describe the requirements.

**Requirement to Submit Building Permit Application**

*Copies of permit applications for proposed building activities that involve land or shoreline disturbance within the watershed shall be forwarded to the Syracuse Water Department, by the applicant, at the same time it is submitted to the agency having jurisdiction.*

Notification shall be at the earliest stages of the application process including an informal or formal pre-application review state (i.e. preliminary sketches, drawings, proposals, etc.) for any proposed activities so as to allow the Syracuse Water Department to be included in the review of any proposed activities within the watershed at the initial planning stages. Where applicable, any comments by the Syracuse Water Department must be submitted within the statutory or procedural time frames of the permitting agency. Copies of all permits issued shall be sent to the Syracuse Water Department by the applicant.

Requirement to Submit An Erosion/Stormwater Control Plan

Copies of the erosion/stormwater control plans must be submitted to the Syracuse Water Department by the applicant at least 10 business days prior to undertaking any land disturbance activity.

Land Disturbing activities, including, but not limited to, general construction, highway construction and maintenance, and silviculture, and which expose 5,000 or more square feet of soil (i.e. vegetation has been removed, or the landscape has been graded or filled resulting in bare soil surfaces) are prohibited within an environmentally sensitive area defined above in except where measures have been put in place to prevent erosion and sediment production as outlined in the various publications ( listed below).

The proposed measures shall be in the form of a written description and site plan showing the design criteria, location and type of proposed control structures, sequence of actions, etc., including construction details.

The term environmentally sensitive area shall be defined as those areas that meet any or all of the following criteria:

- < land within 300 feet of the lake or watercourse,
- < areas with slopes greater than 15%,
- < within 300 feet of or within areas defined by the NYSDEC as wetlands,
- < soils that are highly erodible, where highly erodible is defined as: areas with soils that pose a high risk of erosion, or severe limitations on structure or sewage disposal system construction, and are identified as lands with some or all of the following conditions:
  - < shallow soils; <2 foot depth to bedrock or fragipan,
  - < high seasonal ground water table (<3 feet),
  - < soils that are either poorly drained and/or highly permeable soils,
  - < soils that are either excessively drained and/or highly permeable soils,
  - < soils underlain or intersected by easily softened and mobile layers, especially silts and clays, which may be evidenced by outcrop or recent instability

Manuals and Guidelines

New York State Stormwater Management Design Manual=(February 2002) prepared by the Center for Watershed Protection

New York Guidelines for Urban Erosion and Sediment Control\*(April 1997), published by the Soil and Water Conservation Society

Construction Management Practice Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State\*(November 1992), published by the Bureau of Water Quality Management, Division of Water, NYSDEC

Silviculture Management Practice Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State\*(October 1993) published by the Bureau of Water Quality Management, Division of Water, NYSDEC

**Mailing Address**

City of Syracuse Water Treatment Plant  
20 W. Genesee St.  
Skaneateles, NY 13152

315-685-6486  
315-685-8160 (FAX)

February 11, 2004