



City of Syracuse
Stephanie A. Miner, Mayor

Is any Federal, State, or City funding involved in any way with the project for which this permit is being requested?
Yes _____ No _____

PERMIT APPLICATION GENERAL CONTRACTING AND ELEVATOR WORK

Date	Year	Month	Day
Job Address	Number & Street		
	Unit	Bldg.	Floor
Contractor	Name	Phone #	Fax #
	Contractor #/License #	Class	Contact Person
Owner	Name		
	Mailing Address		
Applicant (Own./Auth. Agent)	Name (Print)	Telephone #	Signature
Work Information	Start Date	Completion Date	Cost of Construction Occupancy

DESCRIPTION OF WORK	FEES	
	Base Filing Fee Schedule	Unit Cost
	<input type="checkbox"/> Commercial: New Construction/Additions	\$60.00
	<input type="checkbox"/> Commercial: Renovation/Remodeling	\$40.00
	<input type="checkbox"/> One & Two Family Dwellings: New Construction/Additions <input type="checkbox"/> One Unit <input type="checkbox"/> Two Units	\$30. per unit
	<input type="checkbox"/> One & Two Family Dwellings: Renovations/Remodeling <input type="checkbox"/> One Unit <input type="checkbox"/> Two Units	\$25. per unit
PERMIT FEE COST	<input type="checkbox"/> Multiple Dwellings: New Construction/Additions Number of Units _____	\$25. per unit
GENERAL CONSTRUCTION	<input type="checkbox"/> Multiple Dwellings: Renovations/Remodeling Number of Units _____	\$25. per unit up to 3. \$5 ea. Add'l. Unit
Cost of Construction 0-\$500,000		
Cost Per Thousand \$15.00		
ELEVATOR WORK	<input type="checkbox"/> Elevator (1&2 Family Dwellings Are Exempt)	\$100.00
\$10.00 Per Thousand of Construction Cost		
	Base Filing Fee From Schedule	
PLAN REVIEW FEE FOR ELEVATORS	# of Dwelling Units _____ x Unit Cost _____	
Construction Cost of Less Than \$91,000. shall be \$68.	Commercial Unit _____ x Unit Cost _____	
	Permit Fee Cost	
Construction Cost Greater than \$91,000. shall be \$.75		
Per Thousand or Fraction Thereof.	Subtotal	
	Plan Review Fee: \$25 base review fee plus .75/thousand for those projects with a construction cost greater than 33,000	
	DEPARTMENT USE ONLY Certificate Fee	\$25.00
	<input type="checkbox"/> Completion <input type="checkbox"/> Occupancy <input type="checkbox"/> Subcontractor	
Notes:	*Note: Certificate of Completion Fee Shall be waived for General Construction/Demolition of One, Two & Three Family Structures.	
	Total Permit Fee	

Dept Use Only	Permit #	Property #	Case #	Plans Attached Y/N	Plans on File Y/N
Permit Type	Agency	Date Sent	Approved Date	Cert. of Occupancy Requ'd Y/N date applied _____ Cost _____	
	SOCPA			Cert. of Completion Requ'd Y/N date applied _____ Cost _____	
Building Type	FIRE			Cert. of Subcontract Requ'd Y/N date applied _____ Cost _____	
	DPW			Plan Review Check/M.O. Number _____	
Date Issued	ENG			Permit Check/M.O. Number _____	
	PRES			TYPE _____ (Enter "R" or "C" and enter # of units in 1st box (Below).	
Purpose Code	HEALTH			Enter # of residential units in 1st box and # of commercial units in 2nd box)	
	DOCE			Residential Commercial	
Status Code	HVAC/R			or Commercial (If Mixed Use)	
	SPKLR.			Existing Units _____	
				Unit Change (+/-) _____	
Additional Permits Requ'd	HVAC/R Y/N	Electrical Y/N	Sprinkler Y/N	Commissioner of Deeds	
	Water Service Y/N	Elevator Y/N	Plumbing Y/N		



Case # _____
 Permit # _____
 Construction Class _____
 Property # _____
 Fee \$ _____
 Check/M.O. # _____

CERTIFICATE APPLICATION

Property Address: _____
 (Please include street address and zip code)
 Owner's Name _____ Telephone # _____
 Name of Contact Person for Inspection _____ Telephone # _____

TYPE OF CERTIFICATE BEING APPLIED FOR (Check one box only)

- SUBCONTRACTOR CERTIFICATE
- CERTIFICATE OF OCCUPANCY: For the construction of new or substantially remodeled buildings or a change of occupancy.

I, _____ being duly sworn, depose and say, that I am the owner or authorized representative of the owner of this above-referenced property which is located in Syracuse, New York; that the construction or remodeling of this building is in conformance with all applicable codes, ordinances, laws, regulations, generally-accepted standards, plans, specifications and other requirements on file with this department in connection with this permitted activity and is structurally safe for occupancy.

Signature _____

- CERTIFICATE OF COMPLETION:** For all work not requiring a certificate of Occupancy.

I, _____ being duly sworn, depose and say, that I am the owner or authorized representative of the owner of this above-referenced property which is located in Syracuse, New York; that said construction, mechanical system, or installation shall be in conformance with all applicable codes, ordinances, laws, regulations, generally-accepted standards, plans, specifications and/or other requirements on file with this department in connection with this permitted activity.

Signature _____

- CERTIFICATE OF INSPECTION:** For all non-permit related inspections.

I, _____ being duly sworn, depose and say, that I am the owner or authorized representative of the owner of this above-referenced property which is located in Syracuse, New York; that I hereby request that an inspection be made of _____ which is a component, or installation of the above referenced property.

Signature _____

SUBSCRIBED AND SWORN TO ME

Commissioner of Deeds _____ Date _____

OWNER OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT INSPECTION.

FOR OFFICE USE ONLY

OCCUPANCY BY FLOOR		APPROVALS				Signature		
Floor	Type Occupancy	Use	Approved By	For				
				TCO	CO	CC	CI	
B/C			PLBG. INSPR.					
1			ELEC. INSPR.					
2			FIRE PREV.					
3			ZONING					
4			BLDG. EXAMINER					
5			HVAC INSPR.					
6			ELEV. INSPR.					
			FIRE SUPP. INSPR.					

THE FOLLOWING ITEMS MUST BE COMPLETED ON THE TCO BEFORE A CO WILL BE ISSUED.



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
DIVISION OF CODE ENFORCEMENT**

Stephanie A. Miner, Mayor

SWIMMING POOLS/HOT TUB/SPA ENCLOSURES

PART 720 AND PART 744 (NYS UNIFORM CODE NYCRR)

Outdoor swimming pools shall be provided with an enclosure that shall comply with the following:

- a) shall be at least four feet in height and have a maximum vertical to adjoining grade of 2 inches
- b) where a picket-type fence is provided, openings between pickets shall not exceed 4 inches
- c) where a chain-link fence is provided, openings between links shall not exceed 2 3/8 inches
- d) enclosures shall be constructed so as to not provide footholds
- e) pickets and chain-link twists shall extend above the horizontal bar
- f) such enclosures shall have railings and posts within the enclosure, shall be capable of resisting a horizontal force of 150 pounds per square foot applied at a height of 4 feet midway between posts. Fence material or fabric shall be capable of withstanding a horizontal force of 50 pounds per square foot applied to an area 12 inches square.

Gates provided in the enclosure shall be self-closing and self-latching with the handle located within the enclosure and at least 40 inches above grade and shall be securely locked with a key, combination or other childproof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised.

- g) a wall of a dwelling is permitted to serve as part of the enclosure under the following conditions:
 - 1) windows in the wall shall have a latching device at least 40 inches above the floor
 - 2) a swinging door in the wall shall be self-closing and self-latching
 - 3) a sliding door in the wall shall have a self latching device
- h) where an above-ground pool has a deck which abuts or is adjacent to a dwelling and direct access is through the exterior wall of the dwelling, such access shall be in accordance with part (g) above

Exemptions:

- a) Above-ground pools with at least 46 inches between pool decking or pool top and adjoining grade are exempt from the requirements above, provided their access ladder or steps can be blocked, swung up or removed in an approved manner when not in use.
- b) A pool less than 24 inches deep is exempt from the requirements of 720 and 744 above.