

# Congratulations.

Your improvements will help make Syracuse a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Codes and Zoning staff during business hours at City Hall Commons, 201 E. Washington St., Room 101 or reach them at (315) 448-8600.

## Paul Driscoll

Commissioner of Neighborhood and Business Development



Department of Neighborhood and Business Development  
Division of Code Enforcement  
201 East Washington Street, Room 101  
Syracuse, New York 13202



City of Syracuse, New York  
Dept. of Neighborhood  
and Business Development  
Permit Office

# Obtaining a Residential New Addition Permit



How to  
Make the Process  
Go Smoothly.

# 1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant, and, if applicable, the contractor and/or plan preparer.
- Provide a drawing of the project including the square footage of habitable floor area in your project.
- If the contractor is the homeowner or an individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Syracuse as the certificate holder, is required.
- You can obtain these forms at the Permit Office or online at [www.syracuse.ny.us/Code\\_Enforcement.aspx](http://www.syracuse.ny.us/Code_Enforcement.aspx)

# 2 Supply Additional Submissions:

You must include three (3) copies each of:

- A stamped Instrument Survey Map of the property – not faxed or reduced.
- Floor plans, drawn to scale, showing any alterations to existing building(s), room sizes, ceiling heights, stair dimensions and window type, size and locations.
- Construction drawings will need to be signed and sealed by a design professional licensed in the State of New York.

# 3 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials.

Cost estimate	Total Permit Fee
\$0 – 1,000	\$95.00
\$1,001 – 2,000	\$110.00
\$2,001 – 3,000	\$125.00
\$3,001 – 4,000	\$140.00
\$4,001 – 5,000	\$155.00
\$5,001 – 6,000	\$170.00
\$6,001 – 7,000	\$185.00
\$7,001 – 8,000	\$200.00
\$8,001 – 9,000	\$215.00
\$9,001 – 10,000	\$230.00

If the cost estimate is greater than \$10,000, please call 448-8600 for permit fee and other possible requirements.

# 4 Follow Through with Application Requirements:

- Ensure that all necessary inspections are performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.
- If new walls are to be built: foundation, framing, insulation and final inspections are required.
- Contact the Permit Office at 448-8600 if there is a need to amend your permit.

# Helpful Information:

- Electrical, heating and plumbing work require separate permits. Permits must be issued to licensed contractors.
- Addition must comply with New York State Energy Code.
- A sprinkler system may be required.
- Call 448-8600 with any questions regarding construction details during the planning stages.
- A variance request, public hearing, and approval may be required for certain expansions. Call 448-8640 to speak with Zoning staff.
- If a property is located within a local preservation district or is a local protected site, a Certificate of Appropriateness will be required from the Landmark Preservation Board. Call 448-8108 for more information.
- Free 2-hour parking is available on the northwest corner of South Warren and East Washington Streets.

## Division of Code Enforcement Permit Office

201 East Washington Street  
City Hall Commons, Room 101  
Syracuse, NY 13202

8:00 a.m. – 5:00 p.m.

(315) 448-8600  
[www.syracuse.ny.us](http://www.syracuse.ny.us)