

NO BUILDING PERMITS WILL BE ISSUED UNTIL THE FOLLOWING ITEMS ARE INCLUDED WITH THE PERMIT APPLICATION

Information for one- or two-family dwellings including town homes.

BUILDING PERMIT APPLICATION

1. Submit a completely filled out application with the property owner's signature or contractor's signature.

SITE PLAN – Submit accurate site plan for review and approval, including:

1. Location of the proposed dwelling and other proposed buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance and the approved subdivision regarding setback requirements.
2. Distances from buildings and structures and to property lines shall be shown.
3. Show easements (structures may not be constructed on these) and drainage patterns.
4. Show locations of existing and proposed driveways for property.
5. Indicate the stormwater management features in compliance with the SWPPP approved (if required).

ADDITIONAL REQUIREMENTS - Two (2) complete sets of plans and specifications (Signed and sealed by a New York State registered architect or licensed engineer) detailing all work to be completed, including, but not limited to:

1. Foundation plans with complete details.
2. Floor plans with window and door sizes and dimensions, all-natural light and ventilation calculations, and all Emergency Escape windows for all habitable spaces
3. Structural drawings including sections and elevations.
4. Electrical details with one-line drawings and layout, including smoke detector and carbon monoxide detector locations.
5. Mechanical details showing all equipment layout and calculations for sizing.
6. Plumbing details with fixture, line and venting details.
7. Energy Code Compliance – a compliance report submitted with the following:
 - a. a statement indicating that the proposed design complies with Section R405.3
 - b. an inspection checklist documenting the building component characteristics of the proposed design as indicated in Table R405.5.2(1) – the inspection checklist shall show results for both the standard reference design and the proposed design with user inputs to the compliance software to generate the results
 - c. a site-specific energy analysis report that is in compliance with Section R405.3

- d. the name of the individual performing the analysis and generating the report
- e. the name and version of the compliance software tool
- 8. If using trusses, or any other engineered lumber, please provide the sealed drawings from the manufacturer, including the layout plans.
- 9. Please provide the contractor's complete name and address and telephone numbers, and a Certificate of Insurance for Workers Compensation and Disability (only approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractors liability insurance. If the homeowner is doing the work for the project, please attach form BP-1 (Residential Exemption).
- 10. Electrical inspections must be performed by a third-party inspector that is recognized by the Town of Nelson to perform those inspections – the following is a list (not complete) of the inspectors to choose from:
 - a. CNY Electrical Inspections – 315-633-0027
 - b. Atlantic-Inland NY – 1-607-753-7118
 - c. Middle Department – 1-518-273-0861
 - d. The Inspector – 1-800-487-0535
 - e. Commonwealth Electrical Inspections – 315-440-4070
- 11. If required, please obtain a driveway permit issued by the applicable state, county or town highway department.

INSPECTIONS REQUIRED:

- 1. a schedule of required inspections will be given at the time the permit is issued
- 2. it is the builder and/or property owner's responsibility to schedule all required inspections and re-inspections by calling the Zoning Department (Code Enforcement Officer) at (315-655-8582 x5 or 655-8582 x1)
- 3. any rejected inspections must be re-inspected after the items have been corrected – a scheduled appointment will need to be made (an additional fee may be assessed)
- 4. typically, a footing, framing, insulation, electrical, plumbing, mechanical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of occupancy
- 5. the building cannot be occupied, in whole or in part, without a certificate of occupancy being issued by the Zoning Department (Code Enforcement Officer)
- 6. an as-built survey showing elevations for all corners of the building and a statement from the surveyor that the final grade is in substantial compliance with the approved subdivision drainage plan.

**TOWN OF NELSON BUILDING PERMIT APPLICATION
TOWN OF NELSON – 4085 NELSON ROAD, CAZENOVIA, NY 13035
CODE ENFORCEMENT & ZONING DEPARTMENT
315-655-8582 EXT.5
FAX – 315-655-8583**

APPLICATION FOR PERMIT – RESIDENTIAL

FOR TOWN USE ONLY

DATE SUBMITTED _____ APPLICATION NO. _____

PERMIT NO. _____ DATE APPROVED _____ PERMIT FEE \$ _____

MAP # _____ ZONING DISTRICT _____

Permit # _____ Map & Lot # _____ Application Rec'd Date _____

Name: _____ Phone # _____

Property Address: _____

Tax Map # _____

Name of Property Owner _____

Address _____

Phone # _____ Email _____

Name of Contractor _____

Contractor Address _____

Contractor Phone Number _____

Contractor Email Address _____

Please provide copies of Workman's Compensation & Liability Insurance or an exemption form with permit application.

Nature of Work: New Building ___ Deck ___ Shed ___ Move building ___ Addition ___

Demolition/Remove ___ Fire Protection System ___ Roofing ___ Fence ___ Fire Repair ___

Alteration/Repair ___ Swimming Pool/Spa ___ Occupancy Change ___ Garage ___

Foundation ___ Fireplace/stove ___ Mechanical Work ___ Temporary Tent ___

All others: (Describe)

DESCRIPTION OF WORK:

The application must contain all information found on the handout sheet to be considered complete and to be processed.

Parcel type: Residential ___ Commercial ___ Industrial ___ Office ___ Other ___

No Dwelling Units _____ Square feet: _____

Estimated Value of all work, materials and labor for the work under this application:
\$ _____

Property located in Flood Zone: ___ Yes ___ No

Property located in Wet Lands ___ Yes ___ No Easements: ___ Yes ___ No

Type of Heat (e.g., oil, gas, coal, wood) _____

Fee must be paid when permit is issued. The permit will expire 1 year from date of issuance, whether or not the project has been started. A one-year extension may be requested at the cost of the original permit.

The below signed applicant has read the instructions for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature _____

Applicant(s) Signature(s) _____

Date: _____

For questions, please call the office at 315-655-8582.

BUILDING PERMIT FEES

FEE NAME AMOUNT FOR OFFICE USE ONLY

Minimum Fee:.....
(Include with each permit)

\$15.00 ...

\$ _____

Area Fee:.....
(Only Fence Permits are exempt)

\$3.50 ...
...Ea. 100 Sq. Ft...
.....of new area...

\$ _____

Inspection Fee:.....
(Only Fence Permits are exempt)

\$35.00 ...
...Per inspection...

\$ _____

Septic System Fee:.....
(Include with each permit requiring new system or
modification of existing system)

\$60.00 ...

\$ _____

TOTAL BUILDING PERMIT FEE

\$ _____

INFORMATION REQUIRED ON CONSTRUCTION DOCUMENTS

To receive a building permit, the following information is required to be contained within construction documents.

ENERGY CODE COMPLIANCE PATH

One of the following energy code compliance paths indicated clearly on the plans

- 2020 ECCCNYSL
 - Prescriptive
 - Prescriptive with envelope tradeoffs – Supply REScheck or other approved U_{overall} calculations
 - Simulated Performance Alternative – Supply IECC Energy Cost Report
 - Energy Rating Index Alternative – Supply Preliminary ERI Report and Energy Code Checklist

BUILDING THERMAL ENVELOPE

- Continuous building thermal envelope depiction

- Typical cross-sections for each unique assembly type including callouts for:
 - Insulation R-values, materials, and installed thickness
 - Fenestration U-factors and solar heat gain coefficients (SHGCs)
 - Primary air barrier method, materials, and location

- Construction details for the following, if included in the scope of the project
 - Slab on grade with insulation extending downward from the top of the slab
 - Insulated corners: Framing allows space for insulation
 - Insulated headers: Insulation installed in headers as space allows
 - Fireplaces on exterior walls: Air barrier between insulation and fireplace insert
 - Dropped ceiling/soffit: Air barrier aligned with insulation
 - Porch roofs: Exterior wall sheathing extends behind intersection with porch roof
 - Skylight shafts: Shaft walls are insulated and include attic-side air barriers
 - Showers/tubs on exterior walls: Air barrier located between wall insulation and the shower/tub
 - Knee walls: Air barrier on attic side of knee wall, top plate installed, blocking between floor joists under knee wall
 - Blocking between joists above walls separating garages from conditioned space
 - Cantilevered floors: Insulated with solid air barriers underneath insulation and blocking between joists
 - Attic access hatches: Weatherstripped and insulated to the same R-value as the surrounding surface

- Notes indicate that insulation is to be installed per manufacturer's installation instructions or RESNET Grade I

HEATING AND COOLING SYSTEMS

Thermostats

- Thermostat type and location

Ducts and Air Handler

- Duct and air handler locations
- Notes or drawings specify insulation R-values for ducts in unconditioned spaces
- Note indicating that HVAC contractor will seal ducts to 4.0 cfm/100 ft² conditioned floor area with UL 181 products appropriate for the duct material type. (Testing not required if all ducts are located completely within conditioned space.)
- Furnace and air conditioner or heat pump specifications

HVAC Design Worksheet

- Completed *Heating and Cooling Equipment Worksheet* (page 1)
- Completed *Whole-house Mechanical Ventilation Worksheet* (page 2)

HVAC Piping

- Notes or drawings indicate HVAC pipe insulation R-values (e.g. hydronic systems, refrigerant lines)
- Notes or drawings indicate HVAC pipe insulation protection for pipes/insulation located outdoors (e.g. refrigerant lines)

SERVICE HOT WATER PIPING

- Hot water pipe insulation R-value for pipes meeting any one of the following conditions
 - $\geq \frac{3}{4}$ " nominal diameter
 - Located outside conditioned space
 - Between the water heater and a manifold
 - Underground or in a slab
 - Serving more than one dwelling unit
 - Supply and return piping in recirculating hot water systems other than demand recirculating systems

LIGHTING

- Lighting schedule or notes indicating percentage of high-efficacy lighting

RESIDENTIAL HVAC EQUIPMENT DESIGN WORKSHEET HEATING AND COOLING EQUIPMENT

House Address: _____ Permit #: _____ Date: _____

Permit Applicant: _____ Phone: _____

Requirements:

- R403.1.1** All thermostats are programmable
- R403.3.1** Ducts in unconditioned spaces are insulated
 - ≥ 3" diameter insulated to ≥ R-8 in attics and ≥ R-6 elsewhere
 - < 3" diameter insulated to ≥ R-6 in attics and ≥ R-4.2 elsewhere
- R403.3.2.1** Air handler has manufacturer's designation of ≤ 2% air leakage when tested per ASHRAE 193
- R403.3.3** Completed *Duct and Envelope Testing Form* will be submitted to the inspector
- R403.4** HVAC pipe insulation is R-3 minimum (e.g. hydronic systems, refrigerant lines) and outdoor insulation is protected
- R403.7** Manual J report, including heating and cooling design loads, is attached
- R403.7** Heating and cooling equipment have been selected in accordance with Manual S, based on loads calculated in accordance with Manual J (see below)

Complete the following based on the attached Manual J report:

Design loads:

Design cooling load _____ (Btu/h)

Design heating load: _____ (Btu/h)

Equipment specifications:

Cooling system output capacity _____ (Btu/h)

Cooling equipment make: _____

Cooling equipment model: _____

Heating system output capacity: _____ (Btu/h)

Heating equipment make: _____

Heating equipment model: _____

- Manual S.** Specified *cooling* equipment capacity is ≤ 1.15 times the design load or the next larger nominal size, whichever is greater. (Exception: Heat pumps may exceed the design load by 1.25 times or the next nominal size.)
- Manual S.** Specified *heating* equipment capacity is ≤ 1.40 times the design load or the next larger nominal size, whichever is greater

- RCNYS R303.4** Whole-house mechanical ventilation worksheet has been completed (see reverse)

RESIDENTIAL HVAC DESIGN FORM

WHOLE-HOUSE MECHANICAL VENTILATION DESIGN WORKSHEET

House Address: _____ Permit #: _____ Date: _____

Permit holder: _____ Phone: _____

1. Fill in the conditioned floor area and number of bedrooms for the dwelling:

Conditioned Floor Area = _____ ft² Number of bedrooms = _____

2. Circle the required airflow value on the table below:

RCNYS Table M1505.4.3(1)

Continuous Whole-House Mechanical Ventilation System Airflow Rate Requirements

Dwelling Unit Floor Area (square feet)	Number of Bedrooms				
	0-1	2-3	4-5	6-7	>7
	Airflow in CFM				
< 1,500	30	45	60	75	90
1,501 – 3,000	45	60	75	90	105
3,001 – 4,500	60	75	90	105	120
4,501 – 6,000	75	90	105	120	135
6,001 – 7,500	90	105	120	135	150
> 7,500	105	120	135	150	165

3. Does the fan operate continuously or intermittently? Continuous Intermittent

4. If the fan is to be operated intermittently *on a pre-set schedule*, multiply the airflow value from Table M1505.4.3 (above) by the appropriate value in Table M1505.4.3(2) (below).

RCNYS Table M1505.4.3(2)

Intermittent Whole-House Mechanical Ventilation Rate Factors

Run-time Percentage in Each 4-hour Segment	25%	33%	50%	66%	75%
Factor	4.0	3.0	2.0	1.5	1.3

5. Enter the required airflow = _____ CFM

6. R403.6.1. Fan efficacy. Enter the following information regarding the specified fan:

Rated fan airflow = _____ CFM Fan make: _____

HVI-rated fan efficacy = _____ CFM/Watt

RESIDENTIAL DUCT & ENVELOPE TESTING (DET) FORM

House Address: _____ Permit #: _____ Date: _____

Permit holder: _____ Phone: _____

I. Building Envelope Air Leakage (mandatory):

Blower door test (Mandatory)

Test Result:

Fan Flow at 50 Pascals = _____ CFM50 Total Conditioned Volume = _____ ft³

ACH50 = CFM50 x 60 / Volume = _____ ACH50*

Testing company: _____ Phone: _____

Tester Name (print): _____ Signature: _____ Date: _____

BPI or HERS certification number: BPI no: _____ HERS Rater no: _____ HERS RFI no: _____

*For Simulated Performance Alternative and Energy Rating Index Paths, value must match IECC Energy Cost Report or Final ERI Report

II. Heating and Cooling System Duct Leakage

I certify that all portions of the ducts are located entirely within the building thermal envelope. Testing is not required.

Owner or approved third party signature: _____ Date: _____

Total duct leakage test

Energy code compliance path: Prescriptive (including REScheck) Performance or Energy Rating Index

Type of test performed: Rough-in with air handler Rough-in without air handler Post construction

Test Result System 1:

Fan Flow at 25 Pascals (CFM25) _____ CFM Conditioned Floor Area (CFA) served by system = _____ ft²

CFM25 / CFA x 100 = _____ CFM/100 ft²

Test Result System 2 (if present):

Fan Flow at 25 Pascals (CFM25) _____ CFM Conditioned Floor Area (CFA) served by system = _____ ft²

CFM25 / CFA x 100 = _____ CFM/100 ft²

Testing company: _____ Phone: _____

Tester Name (print): _____ Signature: _____ Date: _____

BPI or HERS certification number: BPI no: _____ HERS Rater no: _____ HERS RFI no: _____