

Town of Jerusalem

Building Permit Guide

James Mckinley
Code Enforcement Officer
(315)595-2284

What Requires a Permit?

Ensure you obtain the necessary permit for the following projects:

- Use the Building Permit Application for the following items:
 - New Construction
 - Temporary Structures
 - Additions
 - Alterations
 - Manufactured Homes
 - Garages and Barns
 - Sheds, Storage Buildings, and Greenhouses
 - Commercial Sheds and Tents
 - Decks and Porches
 - Swimming Pools and Hot Tubs
 - Signs
 - Permanent Docks
 - Demolition
- Use the Simple Permit Application for the following items:
 - Heating, Ventilation, and Air Conditioning Systems
 - Water Heaters
 - Solid Fuel Burning Appliances
 - Electrical
 - Generator
 - Plumbing
 - Above Ground Pools
 - Roof Replacement
 - Solar Installations

This list covers the most common permits required. If uncertain about the need for a permit, please contact the code office for guidance.

Procedure for Obtaining a Building Permit:

1. Check Zoning:

Verify the zoning requirements of your project. Familiarize yourself with setback, lot coverage, and other property-specific requirements.

Obtain information through <https://je1224.zoninghub.com/>

2. Review Town Codes:

Understand Town codes relevant to your project.

Access codes at <https://ecode360.com/JE1224>

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3. Complete Application:

Fill out a building permit application, available here: <https://www.jerusalem-ny.org/forms-applications.html>

4. Documentation:

Provide building plans, plot plans, waste water plans, and workers' compensation insurance or exemption forms.

5. Submission:

Submit the application in person, by mail, or via email.

6. Review and Fee Calculation:

The code enforcement officer will review the application.

If additional information is required, you will be notified.

Upon completion and meeting all requirements, the building permit fee will be calculated.

7. Payment and Issuance:

Pay the calculated fee.

Once paid, your permit will be issued.

8. Zoning or Planning Board Applications:

If zoning or planning board applications are required, the building permit application will be denied.

Code enforcement staff will guide you through the process of submitting required applications.

9. Inspections:

Throughout construction, schedule required inspections.

Ensure inspections are completed for project compliance.

10. Completion and Occupancy:

Projects with incomplete inspections will not be issued a Certificate of Completion or a Certificate of Occupancy.

For any uncertainties or further assistance, reach out to the code office.