

Town of Jerusalem Building Permit Guide

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The following is a list of projects that require *permits* before any work can be done:

- ✓ New construction
- ✓ Temporary structures
- ✓ Additions
- ✓ Alterations & conversions
- ✓ Manufactured & modular homes
- ✓ Garages & barns
- ✓ Sheds, storage buildings, greenhouses & similar type structures
- ✓ Commercial sheds & tents
- ✓ Decks & Porches
- ✓ Heating units & systems
- ✓ Hot water tanks
- ✓ Fireplaces, wood stoves, solid fuel burning unit – new or used
- ✓ New electrical additions & service installations
- ✓ New additional plumbing
- ✓ Swimming pools & hot tubs
- ✓ Re-roofing & roofing repairs
- ✓ Demolition of any building
- ✓ Signage – temporary or permanent
- ✓ Operational permits for hazardous materials
- ✓ Sprinkler system (for fire safety)
- ✓ Permanent docks
- ✓ Solar

No work may be started until a valid *permit* has been issued.

For new construction, additions, all commercial construction or alterations, new homes, accessory structures, storage buildings, garages, pole barns, swimming pools, and decks. You may be required to supply the following:

- ✓ One completed stamped copy of a survey of your property.
- ✓ One copy of your deed for a legal description (may be required)
- ✓ Two complete sets of detailed building plans, stamped by an architect or structural engineer, check with Code enforcement officer as to which one may be required.
- ✓ Two complete sets of site plans stamped by an architect or an engineer for foundation, drainage, type of materials, swales, location of utilities, finish floor elevations. Elevations of all four sides of the structure may be required.

Septic system repairs & new installation:

Effective January 2004 by way of NYS DH all municipalities have to require stamped plans for septic systems. Exceptions include replaced tanks, broken pipeline or dist. box. All septic system repairs & replacements require permits.

Procedures for obtaining building *permits*:

1. Fill out the application in it's entirety. Signature required.
 2. List the street address of where work will be done.
 3. Information of contractor, including proof of liability insurance, and workman's comp required. Permit WILL NOT be issued until proof is on file. Supply a copy of proof of insurance or if you are doing work yourself, a signed & notarized waiver must be provided.
 4. Applications MAY require a set of specifically detailed plans showing measurements of proposed building, set back measurements from property lines on all sides.
 5. Additional information may be required including a site plan.
 6. Site plans: Building / zoning applications may require (2) copies of details, measurements of proposed building, set back measurements from the property line one all 4 sides, elevations of all sides of the structure, driveways, drainage plan, basement and surface ground water, grade elevations, utility runs and connections.
- You maybe required to provide (2) sets Of stamped plans.

Zoning *Permits*:

Proposals for primarily agricultural use, as well as a proposed change of use of a building or accessory structure requires review. Building permit applications are used for this purpose.