

Town of Ellisburg
Requirements for obtaining a building/zoning permit:

Before obtaining a building or zoning permit from this office, the following MUST be completed:

1. Site Plan - A survey map or hand drawn map is acceptable. Site plan must show all existing buildings, proposed buildings, septic systems, and wells. Distance from property lines shall be included in these drawings.
2. Construction Plans - Plans for all work projects shall be submitted before a zoning permit can be issued. You must obtain a Zoning and Building Permit for all Residential buildings or sheds, outbuildings or any commercial building, or renovations at Jefferson County Code Dept. Plans must show all phases of construction. All commercial projects require stamped plans by an architect or engineer.
3. Manufactured Homes & Mobile Homes - For new and used manufactured mobile homes, and double-wide, site plans are still required. Construction plans are required if an addition or deck is to be built with the installation. HUD numbers and/or NY State insignia seals are required for all manufactured or mobile homes built after 1976. Some towns or villages may have more laws governing manufactured or mobile homes. Check with your inspector before applying for a permit.
4. Septic Systems — For all new septic systems, the perk test and inspected by Zoning Officer.
5. This office only issues zoning permits, flood permit and coastal area erosion permits. By signing the application's, you are acknowledging that other permits may be required from other agencies including but not limited to US Army Core of Engineers, NY State DEC, NYS Dept. of Labor, NYS DOT, Oswego County Health Dept. National Grid or any other federal, state, or local agencies. You also acknowledge that you will notify the inspector of all required inspections.

Cindy L. Shaw
Zoning Enforcement Officer/

Applicants Signature _____

P.O. Box 113
Ellisburg, NY 13636
315-846-5138 ext 2
315-486-7991

PRE-BUILDING COMPLIANCE CHECKLIST

- | | | | |
|--------------------------------------------------------------------|-------|----|-----|
| 1. Is the building project located outside the designated wetland? | Yes | No | |
| 2. Is the building project within the coastal erosion area? | Yes | No | |
| 3. Is the project located within a flood zone? | Yes | No | |
| 4. Has the property legally been sub-divided? | Yes | No | N/A |
| 5. Parcel number# | _____ | | |

Owners Name and Address _____

Contractors Name & Address Building Setbacks from the following: ****MUST BE COMPLETED****

From the Center of Road _____ ft. Rear Yard _____ ft. Side yard _____ ft. Side Yard _____ ft.

Have you enclosed the following? (If applicable) Site Plan _____ Yes _____ No N/A

- | | | | |
|-----------------------------|-----------|----------|-----------|
| Construction Plans | Yes _____ | No _____ | N/A _____ |
| Permit Fee | Yes _____ | No _____ | N/A _____ |
| Perk Test Results | Yes _____ | No _____ | N/A _____ |
| Manufactured Home Checklist | Yes _____ | No _____ | N/A _____ |
| Application | Yes _____ | No _____ | N/A _____ |

Application Certification. I hereby certify that I have read the instructions and have examined the applications and know the same to be true and correct. All provisions of the laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any municipal, county, state or federal law regulating construction or land use or the performance of construction. Also, by signing this application you are authorizing the building inspector and/or his agents to enter the property to conduct inspections without the issuance of a search warrant.

Applicant/Owner

Date
