



## Town of Cicero – Department of Zoning and Planning

8236 Brewerton Road, Cicero, New York 13039

Phone: 315-699-2201 Fax: 315-699-2265

### INSTRUCTIONS FOR A BUILDING PERMIT APPLICATION

- A. This application must be completely filled out by typewriter or in ink and submitted to the Town of Cicero Zoning & Planning office.
- B. This application must include a **recent stamped survey showing existing buildings** and proposed new work.
- C. This application must be accompanied by **two (2) complete sets** of architectural plans and specifications. The plans must show proposed construction, including a set of specifications that shall describe the nature of the work to be performed, the materials and equipment to be used and installed, details of structural, mechanical, electrical, plumbing and fire protective systems installations. **NOTE:** Projects in excess of twenty thousand (\$20,000.00) must have plans and specifications submitted by a registered architect licensed to perform services in New York State. These documents must bear the licensed seal and signature of said architect. **EACH SHEET/PAGE** of the plans **MUST** bear the seal of the registered architect and signature affixed to.
- D. The work covered by this application **SHALL NOT** be commenced prior to issuance of the **Building Permit**.
- E. Upon review and approval of this application, the office of Zoning & Planning will issue a **Building Permit** together with one set of approved plans and specifications. Such permit and the approved plans and specifications shall be kept on the project site premises and made available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy ( CO ) shall have been granted by the Department of Zoning & Planning.
- G. Workers Liability and Compensation & Disability Certificate where applicable must be filed.
- H. All electrical work is to be inspected by a Town of Cicero approved agency. A listing may be obtained at the office of Zoning & Planning.
- I. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
- J. Payment for the **Building Permit** Application may be by (cash or check), made payable to the **Town of Cicero**.
- K. Issuance of a permit may be subject to conditions and is subject to time limitations.
- L. The approved **Building Permit expires** twelve (12) months from the date of issuance and at **six (6) months if work is not commenced within that timeframe**.
- M. Failure to comply with applicable construction regulations and codes may result in the withholding of the Certificate of Occupancy/Certificate of Compliance.
- N. Submission of any false information or misrepresentation may be a violation of law and may result in permit revocation.