

VILLAGE OF ELBRIDGE

Mayor

Christopher A. DeCola

Clerk-Treasurer

Tammy L. Kunz

Deputy Clerk

Melissa L. Godfrey

Trustees

Anthony W. DeMarco

Stephanie A. Harris

John F. Murray

Patrick V. Ely

DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

NEW HOMES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) Sets of plans showing construction – architectural stamp if larger than 1500 sq.ft. or greater than \$20,000
- Electrical Permit Application issued by Middle Department Inspection Agency, Inc. The Inspector, Commonwealth Inspection or Atlantic Inland Insp.
- Plumbing permit from Onondaga County Health Plumbing Control (O.C.H.D. 4894 Onondaga Rd, Syracuse (315-435-6600)
- Septic system approval from Onondaga County Health Department
- Water meter receipt from Village (if applicable)
- Driveway permit from applicable State, County or Town agency (once approved, submit a written request for physical number)

MOBILE HOMES PROCEDURE OF INSTALLATIONS

- See MHP Application for permit

FENCES

- Application for permit
- Survey of property showing locations of all current/proposed structures, showing location of fence including height and type of fence

DECKS

- Application for permit
- Plan showing how the deck is constructed (size and location of posts, beams, joists, decking and railing)
- Survey of property showing locations of all current/proposed structures
- Deck rails are required at 30" or more above finished grade

SWIMMING POOLS/HOT TUBS

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Plans or specs indicating type of pool, enclosure or height and type of fence surrounding pool
- Electrical permit application from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC

SHEDS/BARN/GARAGES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Plans showing construction or brochure from place of purchase
- Electrical permit application (if applicable)

TOWERS – CELL/RADIO/ETC

- Application for permit
- Survey of property showing location of current/proposed structures
- Plans or specs showing details
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Approval from Town Zoning Board

FIREPLACES/WOOD STOVES

- Application for permit
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC
- Copy of Manufactures installation instructions and safety specifications
- Copy of survey of exterior chimney

ADDITIONS

- Application for permit
- Survey of property showing locations of all current/proposed structures
- Other items as applicable to new homes

REMODELING AND INTERIOR RENOVATIONS

- Application for permit
- Other items as applicable for new homes
- All structural work permit required
- Cosmetic or nonstructural interior work including replacement windows and steps or any exterior repairs do not require permits
- Electric inspections always required for any new work
- County Plumbing control permit required for any plumbing work include hot water heater and any fixture

COMMERCIAL/BUSINESS STRUCTURES

- Application for permit
- Survey of property showing locations of all current/proposed structures
- (2) sets of architectural engineered plans
- Approval of planning/zoning board(s)
- Insurance information for all contractors involved in project
- Approval septic/sewage plan from Onondaga County Health Dept.
- Electrical permit application (if applicable) from Middle Department Inspection Agency, Inc., The Inspector, Commonwealth Inspection, Atlantic-Inland Insp. Inc., CNY Electrical Insp. Services LLC