



Village of Cayuga Heights

MARCHAM HALL
836 HANSHAW ROAD
ITHACA, N.Y. 14850

Telephone
607-257-1238

Office Hours
9 A.M. - 4 P.M.

ZONING/BUILDING PERMIT APPLICATION INSTRUCTIONS

1. All projects must be submitted to the Village for determination of permit applicability based on:
 - A. Village Zoning Ordinance and;
 - B. Title 19 NYCRR 444.3(b): Building permits shall be required for any work which must conform to the New York State Uniform Fire Prevention and Building Code (Uniform Code). The application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirement of the Uniform Code. Exceptions to the requirements for building permits MAY be allowed for:
 - (1) necessary repairs which do not materially affect structural features (i.e. painting, siding, roofing, etc.)
 - (2) alterations to existing buildings, provided that the alterations:
 - (i) cost less than \$10,000;
 - (ii) do not materially affect structural features;
 - (iii) do not affect fire safety features such as smoke detectors, sprinklers, required for fire separations and exits;
 - (iv) do not involve the installation or extension of electrical systems; and
 - (v) do not include the installation of solid fuel-burning heating appliances and associated chimneys and flues;
 - (3) small noncommercial structures not intended for use by one or more persons as quarters for living, sleeping, eating or cooking, for example, a small storage building.

Plans/Report stamped by a Registered Architect or Professional Engineer will be required for all projects unless specifically waived by Code Enforcement Officer.
2. All applicants must complete the attached application and supply the following:
 - (a) site plan or survey map showing location of proposed structures with dimensions and setback distances;
 - (b) complete set of construction drawings with adequate detail to make necessary code reviews;
 - (c) evidence of appropriate insurance coverage;
 - (d) other information as required by Zoning/Code Enforcement Officer.

3. All applications must be accompanied by the appropriate fee as scheduled below:

TYPE	FEE
PUBLIC WORKS PERMITS	
1. Street Opening Permit (\$400 security deposit required)	\$ 25
2. Culvert/Driveway Permit	\$ 25
3a. Sewer Connection/Inspection (inside Village)	\$ 100/50
3b. Sewer Connection/Inspection (outside Village)	\$ 150/75
BUILDING/ZONING PERMITS (by construction value)	
	BUILDING FEE/ ZONING FEE
1. \$ 0 - \$ 10,000	\$ 25 / 25
2. \$ 10,001 - \$ 20,000	\$ 50 / 50
3. \$ 20,001 - \$ 30,000	\$ 75 / 75
4. \$ 30,001 - \$ 40,000	\$ 100 / 100
5. \$ 40,001 - \$ 50,000	\$ 125 / 100
6. \$ 50,001 - \$ 100,000	\$ 250 / 100
7. \$ 100,001 - \$ 250,000	\$ 500 / 100
8. \$ 250,001 - \$ 500,000	\$ 750 / 100
9. \$ 500,001 - \$ 1,000,000	\$ 1,000 / 100
10. \$ 1,000,001 - \$ over	\$ 0.1% of cost / 100
11. Optional by Village (any size)	Third Party Review plus 0.04% of cost / 100
OTHER ZONING PERMIT	
1. Pre-existing Determination	\$ 50
2. Variance Request	\$ 100
3. Sign - Temporary (exc. contractors)	\$ 25
4. Sign - Permanent	\$ 50
PLANNING BOARD REVIEWS	
1. Site Plan (commercial/multi-family)	\$ 200
2. Subdivision - Minor	\$ 200
3. Subdivision - Major (per lot)	\$ 100
4. Planned Unit Development	TBD by Trustees/min \$ 500

4. Construction inspections are required where a building permit has been issued, at such times during construction as will allow the observation of the foundation, structural elements, plumbing, heating and electrical systems. It is the permittee's obligation to notify the appropriate authority (Village for structural/fire related; BPWS for plumbing related; any Underwriters certified inspector for electrical related) in advance of required inspection.
5. A final inspection is required by the Village to verify the work is completed in accordance with the approved permit. Upon completion of final inspection, the Village will issue a Certificate of Occupancy/Compliance, no person shall occupy/use the building/improvement until this certificate has been issued.

