

# Town of Lebanon

1210 Bradley Brook Rd  
Earlville, NY 13332  
315-837-4220 Fax 315-837-4220  
Code Enforcement Officer  
Aaron Camp 315-750-6299  
aaroncamp0@icloud.com

Applications hereby made to the Codes Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions or alterations, as per Part 442. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds \$20,000.00, or if the building, addition, or alteration will have an effect on either structural or public safety. The plans will also have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Dept. regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A percolation test and septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E. I request a 72-hour notice for an inspection of a septic system prior to back filling.

## INSTRUCTIONS

This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Codes Enforcement Officer.

Plot plan showing location of a lot and of buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.

This application must be accompanied by two (2) sets of plans showing proposed construction. One set if they are blue prints.

**The work covered by this application may not commence prior to the issuance of a building permit.**

Building Permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of the work. **Building Permit is good for one (1) year.**

No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY OR COMPLETION** has been issued.

Any deviation from the approved plans must be authorized, the approval of revised plans are subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

PERMIT NO. \_\_\_\_\_

## **Building Permit**

### Items Needed

1. A building Permit application needs to be filled out and submitted with the items listed below. The application can be obtained at the Town of Lebanon Office Building located at 1210 Bradley Brook Rd in the Hamlet of Lebanon.
2. The house plans (stick built) need to be submitted with the building Permit application. These plans need to be signed and stamped by a license NYS engineer or architect if the house is larger than 1500 sq. ft. If the house is 1500 sq. ft or smaller, plans are still required but an engineer or architect stamp and signature are not required.
3. If a house is manufactured (single or double wide) or a modular home, plans are required along with the floor plan and foundation plan signed and stamped by an engineer or architect. If a manufactured home or modular home, check with place you are buying the home from.
4. The driveway needs to be approved by either the Town or County or State Highway Department, depending on which agency owns the road. Mark the location with stakes and call:
  - Town Highway Department: 315-837-4838
  - Madison County Highway: 315-366-2221
  - NYS DOT: 315-336-0660
5. The Town requires an engineered septic system. Plans need to be submitted when the building permit application is submitted
6. A 911 numbered address is required before a building permit can be issued. Call 315-366-2338 to obtain the 911 address from Madison County 911 Addressing Center.
7. A site/plot plan is required with the building permit application. The site plan should indicate the setbacks of the house from the front, side, and rear yard property lines along with the well and septic system location.

**Electrical Inspections**

Electrical work must be inspected. The Contractor/Owner is responsible for the cost and filing the necessary application. You may use any N.Y.S. Licensed Electrical Inspector. No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

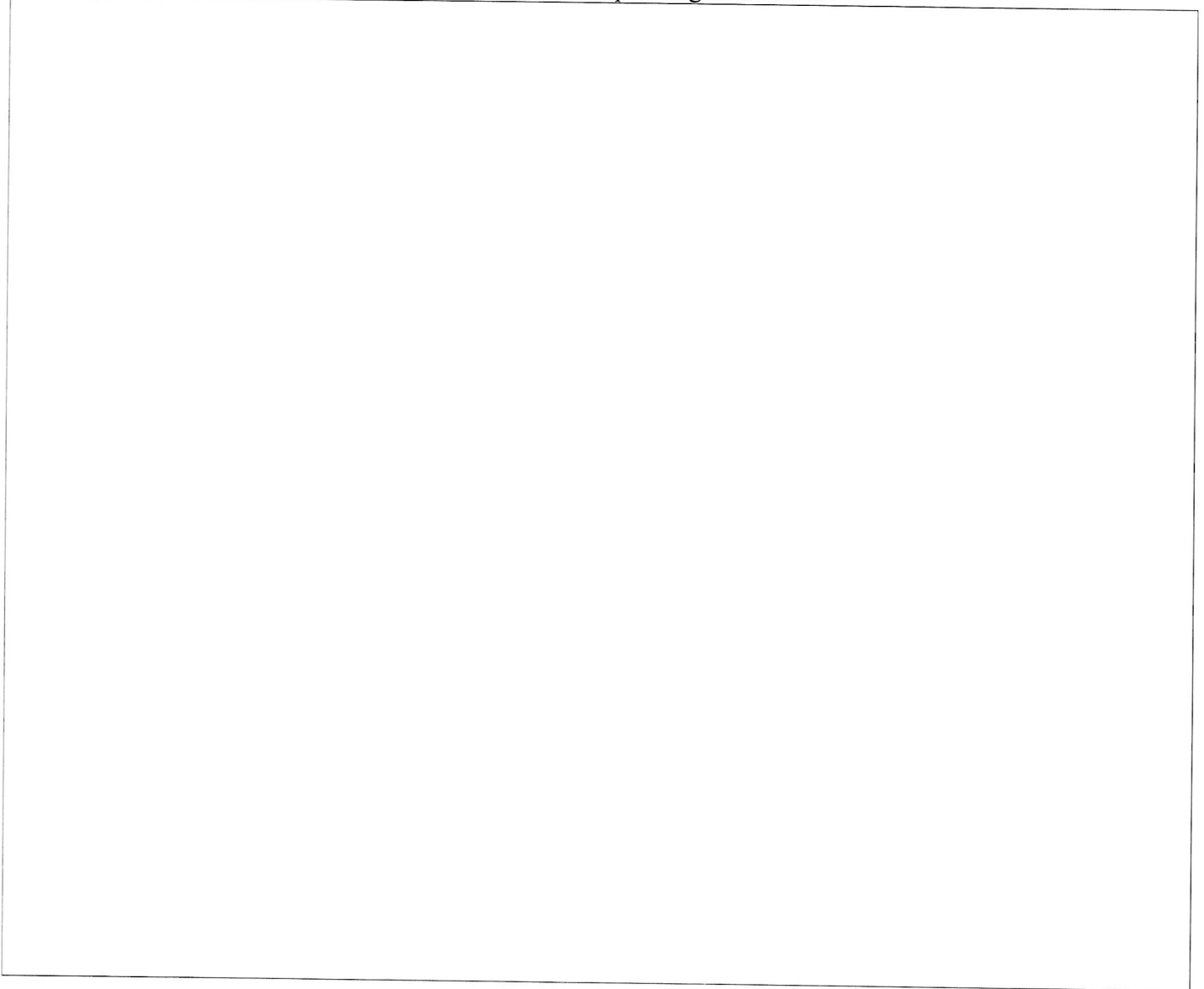
**NOTE: THIS BUILDING PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUANCE.**

\_\_\_\_\_  
Signature of Owner, Applicant

\_\_\_\_\_  
Printed or Typed copy of Signature

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**PLOT DIAGRAM**

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Show all street names and an arrow pointing to the north.



Construction Details if Professional Plans & Specifications are Not Attached.

**Footing:**

Width \_\_\_\_\_ Thickness \_\_\_\_\_ Depth \_\_\_\_\_

**Foundation wall:**

Block size or thickness \_\_\_\_\_ Height \_\_\_\_\_

Cellar Depth \_\_\_\_\_

**Wood Foundation:**

Lumber size \_\_\_\_\_ Spacing \_\_\_\_\_

Note: Wood foundations need to be insulated and sheet rocked for Certificate of Occupancy.

**Framing materials:**

Floor joist: Size \_\_\_\_\_ Spacing \_\_\_\_\_ Type of material \_\_\_\_\_

Walls: Size \_\_\_\_\_ Spacing \_\_\_\_\_ Type of material \_\_\_\_\_

Roof: Pitch \_\_\_\_\_ Rafters \_\_\_\_\_ Trusses \_\_\_\_\_

Span \_\_\_\_\_ Roof sheathing material \_\_\_\_\_

Windows: Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_

Insulation: Walls \_\_\_\_\_ Ceiling \_\_\_\_\_ Floor \_\_\_\_\_

Type of heat: \_\_\_\_\_

Septic designed by: \_\_\_\_\_

Foundation design by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Town of Lebanon**

Permit No. \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Owner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Applicant is (check one or more) \_\_\_\_\_ owner \_\_\_\_\_ builder \_\_\_\_\_ other (specify) \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Compensation or General Liability Carrier & Policy No. \_\_\_\_\_

Project Location: City/ Town/ Village \_\_\_\_\_

Street \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Nature of Work (check all that apply)

\_\_\_\_\_ deck \_\_\_\_\_ new home \_\_\_\_\_ addition \_\_\_\_\_ alteration (kitchen, bath, furnace)

\_\_\_\_\_ porch \_\_\_\_\_ demolition \_\_\_\_\_ swimming pool Cost of alteration \$ \_\_\_\_\_

\_\_\_\_\_ garage \_\_\_\_\_ mobile home \_\_\_\_\_ remodeling Cost of addition \$ \_\_\_\_\_

\_\_\_\_\_ shed \_\_\_\_\_ manuf. home \_\_\_\_\_ wood stove or fireplace only

\_\_\_\_\_ other (specify) \_\_\_\_\_

Sewage Disposal \_\_\_\_\_ new \_\_\_\_\_ existing

\_\_\_\_\_ septic \_\_\_\_\_ municipal

If applicable, attach local or County Health Dept. approval.

Water Supply \_\_\_\_\_ new well \_\_\_\_\_ existing well \_\_\_\_\_ spring \_\_\_\_\_ municipal water supply

Flood Plain site \_\_\_\_\_ is \_\_\_\_\_ is not within a flood plain.

Wetland site \_\_\_\_\_ is \_\_\_\_\_ is not in a designated wetland.

Heating System \_\_\_\_\_ electric \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ warm air \_\_\_\_\_ baseboard

\_\_\_\_\_ heat pump \_\_\_\_\_ wood \_\_\_\_\_ separate air conditioning

\_\_\_\_\_ other (specify) \_\_\_\_\_

Dimensions lot size \_\_\_\_\_ existing building size \_\_\_\_\_

new building size \_\_\_\_\_



# Town of Lebanon

Codes Enforcement Office

1210 Bradley Brook Road, Earlville, NY 13332

Ph 315-837-4220- Cell 315-750-6299

Email: [aaroncamp0@icloud.com](mailto:aaroncamp0@icloud.com)

## TOWN OF LEBANON BUILDING PERMIT & INSPECTION FEE

PERMIT/INSPECTION TYPE	FEE
New Single Family	Square Foot Basis Living Area: \$0.25 per sq ft Non-Living Area (basement, garage, etc.): \$0.15 per sq ft
New Two Family	Same as Above
New Multi-Family (3 or more Apartments)	Same as Above
Additions	\$150.00
Remodel/Renovate	\$125.00
Swimming Pools (in or above ground)	
Under 2 ft (no electric)	No Fee
Under 2 ft (with electric)	\$45.00
2 ft or more of water	\$75.00
Spas and Hot Tubs	\$45.00
Utility Buildings under 144 sq ft	No Fee (Permit required)
Garages, Utility Buildings 144 sq ft and over	\$125.00
Deck or Porch under 144 sq ft	No Fee (Permit required)
Deck or Porch 144 sq ft and over	\$75.00
Septic Systems	\$65.00
Demolition (No fee if rebuilding in place)	\$30.00
Residential Roofing	\$75.00 (Permit required)
Personal Windmills or Solar Panel	\$75.00
Replacing a Manufactured Home	\$125.00
Agricultural Buildings	No Fee
Wood/Gas Stoves/Furnace (110)	\$35.00
Chimney	\$35.00
Handicap Ramps	\$35.00
Signs and Fences	\$35.00
Electrical Entrance	\$35.00
Multiple Residency Inspections	\$75.00 (min. 1.5 hrs.) \$35.00 (each reinspection)
Wood Stoves or Solid Fuel Burner Inspection	\$35.00 (1 visit) \$35.00 (per additional visit)
Requested Inspections Outside (Regular Hours or without Permit)	\$60.00 (min. 1.5 hrs.)
Certificate of Occupancy	\$50.00
Certificate of Compliance	\$35.00
Permit Renewals 2nd Year	\$75.00
Permit Renewals 3rd Year	Full fee
Construction prior to issuance of permit	AU fees doubled
Construction prior to issuance of no fee permit	\$75.00
New Commercial Building	\$0.35 per sq ft/\$300 min
Commercial Additions/Renovations	\$0.35 per sq ft/\$300 min
Commercial Windmills, Solar Panels, Antennas or Towers	\$5350.00
<p>Comments:</p> <p>Changes are being proposed to more closely align with the average of towns around NYS and to account for inflation.</p> <p>Square foot fee basis example for a 1200 sq ft house with basement: 1200 x \$0.25 (living area) + 1200 x \$0.15 (non-living area) = \$300 + \$180 = \$480 total</p> <p>Permits must be renewed within 60 days of expiration of 1 ~ year permit or full permit amount will be charged for renewal.</p> <p>All commercial plans must be engineer or architect scaled.</p>	