

MASSENA BUILDING DEPARTMENT
60 MAIN STREET, ROOM 8
MASSENA, NY 13662
PHONE 315-769-6803
FAX 315-769-0257

PERMIT PACKAGE

1. GENERAL RULES AND REGULATIONS
2. APPLICATION
3. ENERGY CODE WORK SHEETS AND COMPLIANCE FORM
4. FEE SCHEDULE
5. REQUIRED INSPECTIONS SHEET

QUESTIONS THAT MUST BE ANSWERED BEFORE A BUILDING PERMIT CAN BE ISSUED

1. Thickness of insulation on walls, floors and ceiling
2. Sizes of window and door openings
3. Electrical information
4. Heating information
5. How big is the addition
6. A drawing must be submitted with the above information.

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MEMO TO: Property Owners, Contractors, Builders and Developers

SUBJECT: New York State and Local Regulations

FROM: Code Enforcement Office

The construction season will soon be in full swing and this seems to be an appropriate time for all parties to review their responsibilities under the code.

The New York State Uniform fire Prevention and Building Code (9NYCRR) became effective in January 1984 and its purpose is to provide a minimum level of protection from hazards of fire, inadequate building construction and improper maintenance in residential and nonresidential buildings, both public and private, so as to establish uniform standards to refuse the threat to public health and safety for occupants and users of buildings.

Part 442-2 Building Permits:

No person, firm, corporation, association or other organization shall commence the erection, construction, enlargement, alteration, improvement, removal, demolition of any building or structure (including swimming pools and storage buildings), nor change the occupancy classification and/or install plumbing, electrical, heating or ventilation systems, siding, roofing and erection of fences without having applied for and obtained a permit from the Village of Massena. However, no permit shall be required for the performance of necessary repairs, (for example the replacement of existing windows and doors and the construction of patios at grade level) which are not of a structural nature. Such work shall nevertheless be done in conformance with the Uniform Code.

Part 382 remedies:

In addition to and not in limitation of any power otherwise granted by law, every local government and its authorized agents shall have the power to order in writing the remedy of any condition found to exist in, on or about any building in violation of the uniform fire prevention and building code and to issue appearance tickets for violations of the Uniform Code.

Part E105.0 Plans and specifications:

New York state Education Law (7200 through 7307) regulating professional licensing requires that: "... no official of this state or of any county, city, town or village therein, charged with the enforcement of laws, ordinances or regulations relating to the construction or alteration of buildings or structures, shall accept or approve any plans or specifications that are not stamped".

There are three exemptions to this law:

1. Farm buildings used directly and solely for agricultural purposes.
2. New residential construction 1500 gross square feet or less.
3. Alteration, costing \$10,000 or less, to any building or structure which do not involve structural changes or affect public safety.

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Section 57 Workers Compensation Law:

Restriction on issue of permits unless compensation is secured. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permit, shall not issue such permit unless proof duly subscribed and affirmed as true under the penalties of perjury by compensation for all employees had been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.

Section 220.8 Disability benefits Law:

The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring proof duly subscribed and affirmed as true under the penalties of perjury by the insurance carrier is produced in a form satisfactory to the chairman, that the payment of a disability benefits for all employees has been secured as provided by this article.

Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee is so employed.

The State of New York rules and regulations including but not limited to those listed above shall be complied with, as part of the review process before any permit is issued in the Village of Massena shall also apply, including but not limited to those listed below.

VILLAGE CODE:

Chapter 168: Flood Damage

Chapter 186: Housing Code

Chapter 252: Subdivision of Land

Chapter 300: Zoning

Chapter 300-29: Site Plan Approval

TOWN CODE:

Chapter 131: Flood Damage Prevention

Chapter 191: Subdivision of Land

Chapter 207: Zoning

Chapter 207 section 38-43: Site Plan Approval

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Land use planning affects almost every aspect of life in Massena. It helps determine where homes and businesses are built, where parks are provided, where hospitals, schools, roads, sewers and other essential services should be located in our community.

Land use planning also affects us directly, as individual property owners and tenants. But the process may seem confusing, and many people don't understand its impact on our lives and property.

Basically, land use planning applies to the management of the land and resources. It enables us to establish goals and work out ways to achieve them while keeping in mind important social, economic and environmental considerations. Through land use planning, The interests and objectives of the entire community.

Without planning, there would be haphazard growth, higher service costs and increased land taxes. Many day-to-day problems would result, from clogged streets to conflicting land uses and even dangerous living conditions.

Most commercial and some residential uses require site plan approval from the Planning commission before a permit can be issued. The **Village Planning Board's** regular meeting is held on the second and fourth Wednesday of each month at 5:00 p.m. in the town Hall Building on Main Street. All requests and information for the Planning commission must be received at the Code Enforcement Office at least 10 days before any Planning Commission meeting. The **Town Planning Board's** meeting is held on the third Thursday of the month in the Town Hall Building on Main Street.

The specific information that is required for a site plan is available at the code Enforcement Office in the town Hall on Main Street. If you have any questions, please call the Village Code Enforcement Officer at 769-6803.

PERMIT SCHEDULE

<u>Construction Values</u>	<u>Permit cost</u>
0 - 9,999	\$10.00
10,000 – 19,999	20.00
20,000 – 29,999	30.00
30,000 – 39,999	40.00
40,000 – 49,999	50.00
50,000 – 59,999	60.00
60,000 – 69,999	70.00
70,000 – 79,999	80.00
80,000 – 89,999	90.00

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90,000 – 99,999	100.00
100,000-149,999	150.00
150,000 – and up	150.00 plus \$.50/\$1,000
DEMOLITION	\$10.00
CERTIFICATE OCCUPANY	10.00
FIRE/SAFETY INSPECTION	15.00

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INSPECTION REQUIREMENTS

Per the Village of Massena Code Chapter 300-29-B-5 and the Town of Massena Code 109-4 Work for which a building permit is in effect shall be inspected for a approval prior to enclosing or covering each stage of construction, including building location, site preparation, excavation, foundation, framing, superstructure, electrical, plumbing and heating and air conditioning. It shall be the responsibility of the applicant to inform the Code Enforcement Officer that the work is ready for inspection.

NOTE: It is the responsibility of the applicant to call the Code Enforcement Office to schedule these inspections.

<u>ITEM</u>	<u>DATE</u>	<u>INSPECTED BY</u>
BUILDING PERMIT		
FOUNDATION		
WALL INSPECTION		
PLUMBING ROUGH-IN		
PLUMBING FINAL		
ELECTRICAL ROUGH-IN		
ELECTRICAL FINAL		
TRUSS INSPECTION		
ROOFING- TEAR OFF ROOFING- ICE SHIELD ROOFING- NEW INSTALLATION		
BUILDING		
MISCELLANEOUS		
FIRE SAFETY		
C.O. ISSUED		
CULVERT REQUIREMENTS		
HEALTH DEPARTMENT (if applicable)		
PERK TEST		
SEPTIC SYSTEM & LEACH FIELD		
WATER HOOK-UP		
INFRASTRUCTURE FORM (required for water/sewer)		

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