



## Department of Code Enforcement

414 State Street  
Carthage, NY 13619  
tmckeeper1@hotmail.com

Terry McKeever  
Code Enforcement Official

Office (315)778-5831  
Fax (315)493-8155

## ZONING AND BUILDING PERMIT PROCESS

1. A Zoning Permit is required in the Village of Carthage for the addition, structural change or new use of a building and also for pools, decks, fences, walls, storage sheds, camps, garages, Mobile Homes, Modular Homes, and New Homes .
2. In addition to a Zoning Permit usually a Building Permit is required for most types of New Residential and Commercial Construction including additions, alterations, conversions and renovations, Electrical Work, Installation of Wood stoves, fireplace inserts, structural repairs, heating systems, all new septic systems and leech fields and replacements of same. There are new regulations regarding the placement of new roof and underlayment requirements. The New York State Energy Conservation Construction Code is mandatory along with some other changes which have come about with the new International Building Codes with New York State Supplements.
3. On the attached forms fill out all information required, submit plans and specifications, and return with required fee for the Zoning Permit and include additional Fees as required for the Building Permit.
4. All paperwork and applications must be returned to the Village of Carthage Department of Code Enforcement.
5. Once your permits have been issued and construction begun, required inspections will be done at your site to inspect work as it progresses. It is your responsibility to notify me at the numbers listed above when you are ready for an inspection at the required stages of construction.
6. *New York State requires that an affidavit of exemption be completed by owner occupied 1, 2, 3, or 4 family residences. (Form is attached and must be notarized)*
7. All contractors who employ workers must supply proof of liability insurance and Worker's Compensation insurance prior to issuance of building permits.
8. New York State Department of Health requires Stamped plans for all new septic systems.
9. A Certificate of Occupancy will be granted upon completion of a final inspection.
- 10. CALL BEFORE YOU DIG!!! IT'S THE LAW 1-800-962-7962. Give at Least Two Full Working Days' Notice.**

## FEE SCHEDULE

Building Permits   Zoning Permits   Floodplain Permits   Site Plan Fees   Subdivision Fees

### Building Permit Fees:

Residential one and two family homes will be charged a fee of \$.25 per. Square foot.

Auxiliary structures will charged a fee of \$.15 per. Square foot or a minimum of \$34.50

All renovations, commercial construction and non-residential projects will be charged with the following rate scale:

\$1,000	To \$ 2,000	\$34.50	for up to \$2,000	
\$2,001	to \$25,000	\$34.50	for the first \$2,000	plus \$4.50 for each additional \$1,000 or fraction thereof;
\$25,001	to \$50,000	\$138.00	for the first \$25,000	plus \$2.00 for each additional \$1,000 or fraction thereof;
\$50,001	to \$100,000	\$188.00	for the first \$50,000	plus \$2.00 for each additional \$1,000 or fraction thereof;
\$100,001	to \$250,000	\$288.00	for the first \$100,000	plus \$2.00 for each additional \$1,000 or fraction thereof;
\$250,001	to \$500,000	\$588.00	for the first \$250,000	plus \$1.90 for each additional \$1,000 or fraction thereof;
\$500,001	to \$1,000,000	\$1,063.00	for the first \$500,000	plus \$1.80 for each additional \$1,000 or fraction thereof;
\$1,000,001	to \$5,000,000	\$1,963.00	for the first \$1,000,000	plus \$1.75 for each additional \$1,000 or fraction thereof;
over \$5,000,001		\$8,963.00	for the first \$5,000,000	plus \$2.00 for each additional \$5,000 or fraction thereof;

Zoning Permit	\$ 10.00		
Fire Prevention Inspection	No Charge	Alteration of Issued Permit	\$ 25.00
Installation of a Mobile Home	\$ 100.00	Installation of a Modular Home	\$ 200.00
Septic System Installation	\$ 75.00	Septic System Replacement	\$ 50.00
Installation of a Swimming Pool/deck	\$ 34.50	Installation of Solid Fuel Burning Devise	\$ 34.50
Zoning Permit Only (Commercial Use)	\$ 25.00	Special Use Permit	\$ 25.00
Variance Request (zoning)	\$ 25.00	Re Zoning Request	\$ 150.00
Planned Development District Request	\$ 150.00	Change of Occupancy Use	\$ 25.00
1st Conditional Certificate Occupancy	\$ 10.00	2nd Conditional Certificate Occupancy	\$ 15.00
All Other Conditional Certificates	\$ 20.00	Final Certificate Occupancy/Compliance	\$ No Charge

**FEES FOR VILLAGE WATER AND SEWER HOOKUPS WILL BE CHARGED AT A RATE TWICE THE COST OF MATERIALS NECESSART TO COMPLETE THE PROJECT. ALL PERSONS REQUIRING THESE SERVICES MUST CONTACT THE VILLAGE OF CARTHAGE DEPARTMENT OF PUBLIC WORKS AND WATER SUPERINTENDENT AT 493-2210 PRIOR TO BEGINNING CONSTRUSTION. BOTH SUPERINTENDENTS MUST SIGN OFF ON THE APPLICATION.**

Building Permits cannot be obtained or work Started until Payment of any and all Fees Required.

RENEWING PERMITS: Permits are valid for \*(1- year) A fee of not less than \$25.00 nor more than 50% (\*excluding permits fees less than \$50.00) of the original fee will be charged prior to re-issuance of a Building Permit.

A fee of \$350.00 per unit, for “Water and Sewer Hook up” payable before connection for construction of New Dwelling Units and Converting existing dwelling units into additional units, all new Commercial and Industrial units are also \$350.00 per hookup. THIS WORK MUST BE DONE WITH PRIOR NOTIFICATION GIVEN TO CARTHAGE DEPARTMENT OF PUBLIC WORKS.

SUBDIVISIONS: MINOR: (under 4) \$30.00@ MAJOR: (over 5) \$100 per primary Plat+ \$100 Finalizing & Professional Fees + plus current rate of Engineer or Engineering work is required by Planning Board or Code Enforcement Office.

SITE PLAN REVIEW: under \$40,000 ( \$25.00) over \$40,000 ( \$50.00) **plus current rate of Engineer if required by Planning Board or Code Enforcement Office.**

### FLOOD PLAIN DEVELOPMENT PERMIT.

\$0	to \$ 500	\$ 10.00	\$5,001	to \$ 7,500	\$ 35.00
\$501	to \$1,000	\$ 15.00	\$7,501	to \$10,000	\$ 40.00
\$1,001	to \$2,500	\$ 20.00	\$10,001	to \$15,000	\$ 45.00
\$2,501	to \$3,500	\$ 25.00	\$15,001	to \$25,000	\$ 50.00
\$3,501	to \$5,000	\$ 30.00	\$25,001	& over	\$100.00

All Inspections Requested or Required "outside" normal Business Hours will be at the Rate of \$19.50 per hour, (\* 2 hour Minimum Charge) Normal Business Hours are defined at 7:00 A.M. to 5:00 P.M.

On any and all Payments make all checks payable to the VILLAGE OF CARTHAGE

ABOVE FEES DO NOT INCLUDE "ELECTRICAL INSPECTIONS' WHICH ARE HOMEOWNERS OR CONTRACTOR LIABILITY TO HAVE DONE AND "CERTIFICATION" MADE TO "AUTHORITY HAVING JURISDICTION



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**ZONING PERMIT APPLICATION**

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TAX PARCEL NUMBER \_\_\_\_\_  
LOCATION OF PROJECT \_\_\_\_\_  
COMPLETE DESCRIPTION OF PROJECT \_\_\_\_\_

\_\_\_\_\_ An Accurate Drawing and Detailed Explanation of the proposed project must be attached to this application.  
All Sign requests **MUST** be drawn to scale.

Name & Phone # of Contractor, Engineer or Surveyor: \_\_\_\_\_

Will this request result in an increase of the population density of the area involved? Yes [ ] No [ ]

Will this request substantially change the existing character of the neighborhood or area? Yes [ ] No [ ]  
If Yes how substantial will the change be?

Has State Environmental Quality Review Act (SEQR) been completed and attached? Yes [ ] No [ ]

Has a completed Building Permit Application been submitted with application? Yes [ ] No [ ]

Has accurate and detailed drawings or sketches and a description been submitted? Yes [ ] No [ ]

Will this application require review by Planning or Zoning Board, or other? Yes [ ] No [ ]

Is the above mentioned project in the Floodplain or Wetlands Yes [ ] No [ ]  
If so has a Floodplain Development Permit Been Attached Yes [ ] No [ ]

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**ZONING PERMIT FEES MUST BE SUBMITTED WITH THIS APPLICATION.**

Residential \$10.00

Commercial \$25.00

Rezoning Request \$150.00

***OFFICE USE ONLY.***

REVIEWED BY \_\_\_\_\_

SEQR REVIEWED BY \_\_\_\_\_

FEE OF \$ \_\_\_\_\_ SUBMITTED

\_\_\_\_\_  
Terry McKeever  
Code Enforcement Officer



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**Zoning Permit Driveway Supplement**

Section 146-9 E and L of the Village of Carthage Zoning Law requires that all driveways in the Village of Carthage comply with the driveway standards adopted by the Village Board. This is to ensure the construction of safe driveways on Village Streets. PRIOR to installing a driveway you are required to notify the Village Department of Public Works Superintendent of your plans. Once the driveway is installed you are required to contact the Superintendent to receive your final approval of the driveway.

A signed copy of the Driveway Supplement must be submitted to the Village Department of Code Enforcement before a Certificate of Compliance or a Certificate of Occupancy can be issued.

The Village Superintendent may be contacted at the Village Barn located at 1000 State Street in Carthage. DPW hours are 7:00-3:30 Monday through Friday or by calling 493-2210 during regular business hours.

If you have any questions please do not hesitate to call the Code Enforcement Officer at the numbers listed at the top of this page.

Tax Parcel # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Location of Project (if different from above): \_\_\_\_\_

\_\_\_\_\_  
Terry McKeever                      Date  
Code Enforcement Officer

\_\_\_\_\_  
DPW Superintendent                      Date



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Tax Parcel # \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

1) Location of Project (if different from above): \_\_\_\_\_

2) Application For (Circle All That Apply):  
New Building; Addition to Existing Building; Alterations/Renovations;  
Mobile Home; Manufactured Home; Modular Home; Swimming Pool;  
Septic System; Heating Unit; Deck; Patio; Residential; Commercial  
Other \_\_\_\_\_

3) Contractor's Information  
a. Name: \_\_\_\_\_  
b. Address: \_\_\_\_\_  
c. Phone #: \_\_\_\_\_  
d. Workers Compensation Insurance Carrier: \_\_\_\_\_  
e. Policy # \_\_\_\_\_  
f. Policy Expiration Date: \_\_\_\_\_

4) Electrical Inspectors Information:  
a. Name: \_\_\_\_\_  
b. Address: \_\_\_\_\_  
c. Phone #: \_\_\_\_\_

5) New Structure Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

6) Intended Use of New/Renovated Structure: \_\_\_\_\_

7) Distance between Well, Septic System and Leach Field \_\_\_\_\_

8) Has Perk Test been done and documented? ( ) Yes ( ) No ( ) NA

9) Estimated Construction Value \$ \_\_\_\_\_

10) Zoning District \_\_\_\_\_

11) Set Back Requirements:  
a. Front Yard \_\_\_\_\_  
b. Rear Yard \_\_\_\_\_  
c. Side Yard \_\_\_\_\_

12) Is the Project located in a Flood Zone or Wetland ( ) Yes ( ) No

13) Expected Start Date of Project \_\_\_\_\_

(Continued)

**Included with the Application you will need the following items**

(If Applicable)

- 1) Stamped Engineered Septic System Plans
- 2) Stamped Engineered Truss Specification
- 3) Stamped Engineered Building Plans
- 4) Certificate of NYS Workers' Compensation Insurance Coverage
- 5) Other Documentation as requested by the Code Enforcement Officer
- 6) A Plot Plan **MUST** be completed and included with this application

**During the Building and Inspection Process you will need to have the following items available for the Code Enforcement Officer**

(If Applicable)

- 1) Windows Manufactures Installation Instructions
- 2) Heating Systems Manufactures Installation Instructions
- 3) Concrete Delivery Ticket Showing Slump and Concrete Strength
- 4) Truss Specs. Including Snow and Wind Loads

**IT IS YOUR RESPONSIBILITY TO CALL FOR ALL INSPECTIONS AT THE PROPERT TIMES WITH ADVANCED NOTIFICATION GIVEN TO INSPECTOR FOR SCHEDULING**

**Required Inspections Include But ARE NOT Limited to:**

- 1) Before and After Concrete is placed
- 2) Before Framing is enclosed
- 3) Before Electrical and Plumbing is enclosed
- 4) Before Insulation is Enclosed
- 5) Before H.V.A.V is Enclosed
- 6) Sewer and Water Hookups
- 7) Before Septic Systems are Covered
- 8) Before Backfilling Foundations

**ZONING AND BUILDING PERMITS ARE VALID FOR ONE YEAR FROM THE DATE THEY ARE ISSUED**

.....  
 For Office Use Only

Permit: Accepted ( ) Denied ( ) Reason for Denial \_\_\_\_\_  
 Permit # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Zoning Permit # \_\_\_\_\_  
 Permit Fee: \$ \_\_\_\_\_ Paid By ( ) Cash ( ) Check # \_\_\_\_\_

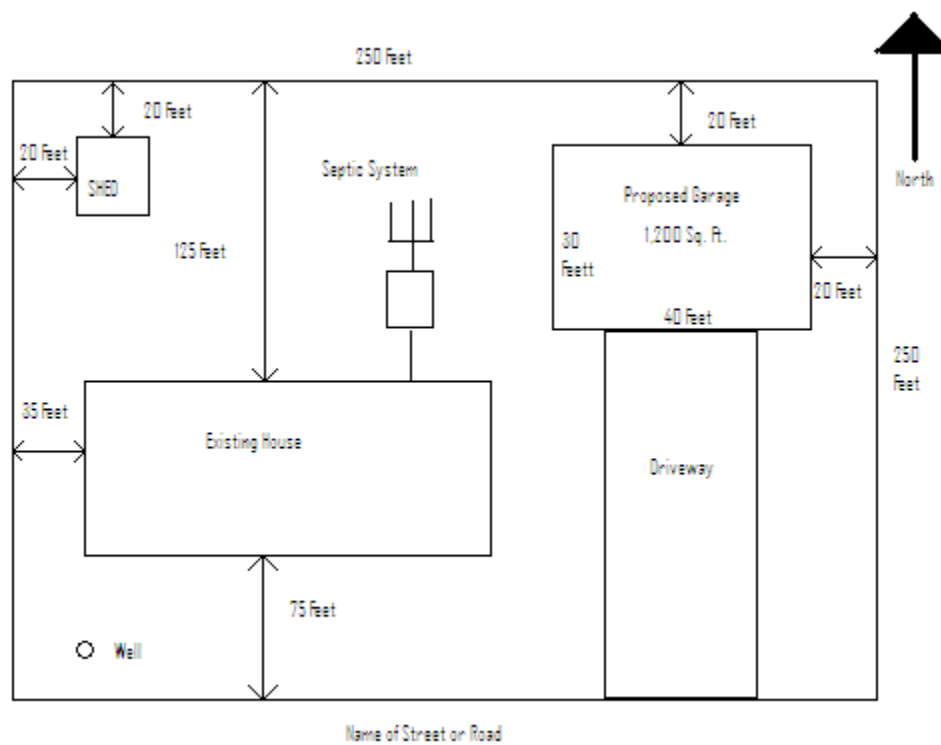
\_\_\_\_\_  
 Robert B. Ball,  
 Code Enforcement Officer

# Sample Plot Plan

- 1) Property Owner's Name: John and Jane Smith
- 2) Address of Property: 12345 S. James St  
Carthage, NY 13619
- 3) Tax Map Number: 12.34-5-67
- 4) Dimensions of Building Lot: 250 Feet x 250 Feet

Include the following items in your drawing on the next page:

- Existing Building with Dimensions
- Proposed Building or Additions with Dimensions
- Driveways and Sidewalks
- Name of Roads or Streets
- Name of Neighboring Property Owners
- Distance of all Structures (Existing and Proposed) from the property lot lines



Town of Wilna  
Code Enforcement and Fire Prevention Office  
Zoning Enforcement and Floodplain Management Office

**PLOT PLAN**

You are required to show all current buildings and structures located on property and include any new buildings or structures which permits are requested for.

- 1) Property Owner's Name: \_\_\_\_\_
- 2) Address of Property: \_\_\_\_\_  
\_\_\_\_\_
- 3) Tax Map Number: \_\_\_\_\_
- 4) Dimensions of Building Lot: \_\_\_\_\_

\_\_\_\_\_  
DPW Superintendent Date

\_\_\_\_\_  
Water District Superintendent Date

\_\_\_\_\_  
Terry McKeever Code Enforcement Official Date