



Town of Aurelius  
1241 West Genesee St Rd  
Auburn, NY 13021  
315.255.1894  
315.253.5827 fax  
aureliustown.org

Howard Tanner  
Code Enforcement Officer  
315-255-1894 - Ext #1006  
cell # 315-730-7439  
codes@aureliustown.org

Application No. \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR BUILDING / ZONING PERMIT**  
**\*\*NOT A PERMIT\*\***  
**IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY**

- 1. Application must be complete. Please type or clearly print in ink, all necessary information.
- 2. Completed application must be submitted to the Town of Aurelius Code Officer before the review process can begin.
- 3. Application must be supported with the following documents:
  - A. Plot Plan (see sample at the end of this document)
  - B. Sketch of project and/ or specifications / materials list

**PLEASE COMPLETE:**

Location of Property: \_\_\_\_\_  
(Street Address or nearest Road)

Name of Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Telephone - Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**A. PROJECT CONTACTS:**

Builder (if self, please indicate): \_\_\_\_\_

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

Telephone – Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**B. NATURE OF WORK (check appropriate categories below)**

EXISTING

- Repair (structural)
- Addition
- Alteration
- Removal
- Demolition
- Other (*specify*) \_\_\_\_\_

NEW STRUCTURE(S)

- Single Family
- Accessory Building
- Garage – attached
- Garage – detached
- Shed
- Fence
- Two Family
- Deck  Covered  Open
- Swimming Pool  Above Ground  Below Ground
- Other (*specify*) \_\_\_\_\_

**C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED**

- Wood
- Brick
- Block
- Other (*specify*) \_\_\_\_\_

**D. TYPE OF FOUNDATION**

- Cellar
- Basement
- Slab
- Crawlspace

E. WILL THE PROJECT INVOLVE THE FOLLOWING

|            |     |    |
|------------|-----|----|
| Plumbing   | Yes | No |
| HVAC       | Yes | No |
| Electrical | Yes | No |

F. COST OF PROJECT (estimate all labor and include material costs) \$\_\_\_\_\_

G. ZONING DISTRICT OF PROPERTY (check one)

- Agricultural
- Agricultural / Residential
- Rural Hamlet
- Residential
- General Commercial
- Industrial District
- Highway Overlay
- Conservation Overlay

H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (check one)

- Residential
- Agricultural / Residential
- Commercial / Light Industry
- Agricultural / Industry
- Other\_\_\_\_\_

I. DESCRIBE PRINCIPAL USE OF THIS PROPOSED PROJECT

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J. DIMENSIONS OF TOTAL PROPERTY (if applicable)

Lot size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
                   length                  width                  total square feet

K. DIMENSIONS OF EXISTING BUILDINGS

Building #1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
length width total square feet

Building #2 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
length width total square feet

Building #3 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
length width total square feet

L. DIMENSIONS OF PROPOSED PROJECT

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
length width total square feet

M. PROPERTY LINE SETBACKS OF PROPOSED PROJECT (if applicable)

Front lot line setback \_\_\_\_\_ feet Side lot setback \_\_\_\_\_ feet

Rear lot line setback \_\_\_\_\_ feet Side lot setback \_\_\_\_\_ feet

N. ENCLOSED LIVING AREA (if applicable) \_\_\_\_\_ Total square feet

This project may involve work requiring approval of various outside agencies prior to the issuance of a PERMIT. Examples of other agencies involved, but not limited to, are the following:

| <u>Project Involvement</u> | <u>Agency</u>                                |
|----------------------------|--|
| Land Division, SEQR, etc.  | US Army Corps of Engineers                   |
| NYS Roads                  | NYS Department of Transportation             |
| Floodplains, Wetlands      | NYS Department of Environmental Conservation |
| Streams, Creeks, etc.      | Cayuga County Planning                       |

Application for a CERTIFICATE OF OCCUPANCY OR COMPLIANCE is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain the certificate. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of the certificate.

I certify that the answers to the questions set forth in this **APPLICATION** are true, correct and complete. Additionally, I agree that, in the event the **PERMIT** is approved, to comply with the provisions of all State of New York and Federal Government laws, as they pertain to this **APPLICATION**.

Signature: \_\_\_\_\_  
(Owner or Authorized Agent)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Codes Officer)

Date: \_\_\_\_\_

No person shall make any changes to the plans herewith submitted or to the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

**GENERAL INFORMATION PERTAINING TO THIS APPLICATION**

The Code Enforcement Officer will review this application. If approved, a **BUILDING PERMIT** will be issued to the applicant. If disapproved, a letter of denial explaining the reasons for denial will be issued to the applicant.

Work covered by this **APPLICATION** shall not commence prior to the issuance of a **PERMIT**.

The **PERMIT** shall be valid for a period of one (1) year from date of issuance.

Construction under the **PERMIT** must be substantially complete within one (1) year or an extension must be obtained from the Code Enforcement Officer.

A **NOTICE OF PERMIT** must be kept on the premises, publicly visible, throughout the progress of work.

The Code Enforcement Officer, upon the display of proper credentials and in the discharge of duties, shall be permitted to enter upon the premises covered by this application without interference, for purposes of inspecting during normal working hours.

If there are any questions about this application, please contact the Building Inspector:  
**Howard Tanner at 315-730-7439 (cell) 315-255-1894 ext. 1006 (office)**  
or email: [codes@aureliustown.org](mailto:codes@aureliustown.org)

Town of Aurelius Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1,2,3, or 4 Family Owner-Occupied Residence.

\*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\*\*

Under penalty of perjury, I certify that I am the owner of the 1,2,3, or 4 family, owner occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
I am not hiring, paying, or compensating in any way the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (Aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the job site) for work indicated on the building permit, or is appropriate, file a WC/DB-100 exemption form; OR
have the general contractor, performing the work on the 1,2,3 or 4 family, owner occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of the workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner) (Date Signed)
(Homeowner's Name Printed) (Phone Number)

STATE OF NEW YORK ss: Property Address that requires the building permit:
COUNTY OF CAYUGA

On the \_\_\_ day of \_\_\_, 20\_\_ before me, the undersigned, a Notary Public in and for said State of New York personally appeared \_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that (s)he executed the same in (his)(her) capacity and that by (his)(her) signature on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

Sketch of Proposed addition, renovation, or new structure.

\_\_\_\_\_  
(Name of Street or Road)      (Total Road Frontage in Feet)      (Lot Size)

Using the line above as your road frontage, please draw a plot plan with the following information:

- 1. Name of Street or Road, show house number if assigned, if not, use tax map number.
- 2. Supply total road frontage in feet.
- 3. Supply total acreage, or fractions thereof.
- 4. Show existing buildings on the lot.
- 5. Show proposed location of structure and/or addition. Show location in feet from the road frontage and all lot lines.
- 6. Show distances in feet between the proposed structure or addition and any existing buildings.
- 7. Show location of existing well and septic, or proposed area.

The Town of Aurelius shall not be responsible for inaccurate, false, or erroneous information provided by the applicant. The applicant will fully and promptly defend, indemnify, and hold harmless the Town of Aurelius, its officers, agents, and employees harmless from and against any and all claims, liability, judgments, damages, costs, and expenses (including without limitation reasonable legal fees, expenses, and court costs) which may arise from the failure of the applicant to provide complete, correct, and accurate information with regard to this application, to the fullest extent permitted by law.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

Howard Tanner  
 Code Enforcement Officer  
 1241 West Genesee St Rd  
 Auburn, NY 13021  
 Phone: 315-255-1894 ext. 1006  
 Cell: 315-730-7439  
 Fax: 315-253-5827  
 E-mail: codes@aureliustown.org

## Town of Aurelius Fees for Implementation of Construction Code

revised 05-10-2018

| COMMERCIAL  |  |  |  |  | Per Sq.<br>Ft.      | Minimum  |  |
|---|--|--|--|--|---------------------|----------|--|
|   | Complete   |  |  |  | \$0.25              | \$250.00 |  |
|   | Building Shell Only                              |  |  |  | \$0.20              | \$200.00 |  |
|   | Finish Construction within existing shell        |  |  |  | \$0.10              | \$100.00 |  |
|   | Restaurant                                       |  |  |  | \$0.50              | \$350.00 |  |
|   | Commercial Signage                               |  |  |  |                     | \$100.00 |  |
|   | Operating Permit                                 |  |  |  |                     | \$100.00 |  |
|   |  |  |  |  |                     |          |  |
| RESIDENTIAL   |  |  |  |  |                     |          |  |
|   | New Home   |  |  |  | \$0.20              | \$300.00 |  |
|   | Additions & Alterations for a single family home |  |  |  | \$0.20              | \$100.00 |  |
|   | Shed over 201 sq ft                              |  |  |  | \$0.20              |          |  |
|   | Shed under 200 sq ft                             |  |  |  |                     | \$30.00  |  |
|   | Attached garage                                  |  |  |  |                     | \$150.00 |  |
|   | Detached Garage and Pole Barns                   |  |  |  |                     | \$100.00 |  |
|   | Deck   |  |  |  |                     | \$60.00  |  |
|   | Swimming Pool in ground                          |  |  |  |                     | \$100.00 |  |
|   | Swimming Pool above ground                       |  |  |  |                     | \$50.00  |  |
|   | Solid Fuel or Fire Place                         |  |  |  |                     | \$30.00  |  |
|   | Solar Panels                                     |  |  |  |                     | \$100.00 |  |
|   | Demolition Permit                                |  |  |  |                     | \$50.00  |  |
|   | Certificate of Occupancy Letter                  |  |  |  |                     | \$50.00  |  |
|   | Flood Plain Permit Fee                           |  |  |  |                     | \$75.00  |  |
|   | Renewal Fee                                      |  |  |  | 50% of original fee |          |  |
|   | Variance request                                 |  |  |  |                     | \$45.00  |  |
|   | Planning Board Site Plan Review                  |  |  |  |                     | \$75.00  |  |
|   |  |  |  |  |                     |          |  |
| Applicants that commence work without a permit will be charged double the prescribed fee      |  |  |  |  |                     |          |  |
| Additional reviews or special inspections as required by the NYS Building Code                |  |  |  |  |                     |          |  |
| will be negotiated based on the type of review and inspection required.                       |  |  |  |  |                     |          |  |
| Miscellaneous Permit Items not listed will be determined at the discretion of the Town Board. |  |  |  |  |                     |          |  |
| Fees will be assessed at the time the building permit is granted                              |  |  |  |  |                     |          |  |