

Town of Sterling
1290 State Route 104A
FAIR HAVEN, NY 13156
PHONE (315) 947-5666 FAX (315) 947-5119
BUILDING PERMIT APPLICATION GUIDE
(DOCUMENTATION DETAIL)

- 1) A Building Permit [Title 19 NYSCC Part 1203.3(b)/Proposed Revisions Title 19 NYCRR Part 1203.3(a)(1) and the 2014 Sterling LUR] is required to demolish, construct or install a building or structure including –
 - a) New Building, Structure, Modular Home or Manufactured Home.
 - b) Addition, Repair, Renovation and/or Alteration to an existing building or structure
 - c) Deck, Porch, Shed, Garage, and/or Pole Barn
 - d) Wood Stove and/or Chimney
 - e) In or Above-Ground Pool
 - f) Sign
- 2) Property Owner or Property Owner’s Contractor may commence work **ONLY AFTER** the Property Owner has received a Building Permit from the Code Enforcement Official.
- 3) If construction or installation of a building or structure has begun without a Building Permit being issued, New York State Regulation requires that the building or structure being **DEMOLISHED** or **REMOVED** immediately.
- 4) The Building Permit **SHALL** be prominently displayed [Proposed Revisions Title 19 NYCRR Part 1203.3(a)(8)] on the premises to which it pertains
 - a) If necessary, place Building Permit in sealed bag and affix to building or structure.
 - b) A copy of the blueprints and construction specifications shall be on site and available to the Building Inspector at all times.
- 5) A Building Permit shall be valid for one year from issuance date.
 - a) Building Permits may be renewed for one additional year.
 - b) Building Permit fees are non-refundable.
- 6) Survey and/or Site Plan shall include, but not be limited to, –
 - a) Soil type and Load-Bearing Values of Foundation Materials
 - b) For guidance refer to Tables 401.4.1.1, Residential Code or Table 1804.2, Building Code
 - i) Crystalline bedrock – 12,000 psf
 - ii) Sedimentary and foliated rock – 4,000 psf
 - iii) Sandy gravel and/or gravel – 3,000 psf
 - iv) Sand, silty sand, clayey sand, silty gravel, clayey gravel – 2,000 psf
 - v) Clay, sandy clay, silty clay, clayey silt, silt and sand silt – 1,500 psf
 - c) If Soil type is not known or soil is deemed expansive (Table 405.1, Residential Code), a licensed Professional Soil Engineer shall make this determination
 - d) Location, elevation and dimension of all existing and proposed buildings, structures, wells, septic tanks and other intended work
 - e) Minimum Building Lot Size
 - i) Agriculture-Residential District – 2 acres
 - ii) Hamlet – 40,000 square feet
 - iii) Waterfront District – 40,000 square feet
 - f) Measured distances of existing and proposed buildings and structures from Front, Rear and Side Setbacks, federal and/or state wetlands, Coastal Erosion line and Floodplain line
 - i) Setback Requirements
 - (1) Front yard (facing street) setback
 - (a) 105feet (County / Town Road)113 Feet (State Highway) from from center of roadway Agriculture/Residential District
 - (b) 75 feet from edge of roadway for Hamlets and Waterfront Districts
 - (2) Side yard setback - 20 feet
 - (3) Rear yard setback - 35 feet
 - (4)
 - g) Location of drainage ways, easements, right of ways and other deed restrictions
 - h) Location of service to all public utilities
 - i) Location and dimensions of all driveways, curb cuts, and parking areas
 - j) Maximum Total Building Coverage is not to exceed 35% of Lot