

Town of Sterling
1290 State Route 104A
Sterling, NY 13156

PHONE (315) 947-5666 FAX (315) 947-5119

BUILDING PERMIT APPLICATION GUIDE
(REQUIRED DOCUMENTATION)

The Property Owner shall submit with the Building Permit Application [(Title 19 NYSCC Part 1203.3(b)/Proposed Revisions Title 19 NYCRR Part 1203.3(a)(2) and Town of Sterling Land Use Regulations two sets of the following construction documentation [(Title 19 NYSCC Part 1203.3(b)/Proposed Revisions Title 19 NYCRR Part 1203.3(a)(3):

- 1) Survey and/or Site Plan, SIGNED and STAMPED by a NYS registered Surveyor, of the Property. Details on the Survey and/or Site Plan shall include, but not be limited to, –
 - a) Soil type and Load-Bearing Values of Foundation Materials
 - b) Location, elevation and dimension of all existing and proposed buildings, structures, wells, septic tanks and other intended work
 - c) 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
 - d) Location of drainage ways, easements, right of ways and other deed restrictions
 - e) Location of service to all public utilities
 - f) Location and dimensions of all driveways, curb cuts, and parking areas
- 2) Letter of approval for existing Septic System from the Cayuga County Health Department or approval of plans and drawing for a new Septic System SIGNED and STAMPED by a NYS registered Design Professional by the Cayuga County Department of Health.
 - a) If needed, Acknowledgment from NYSDEC that it has received a Notice of Intent (NOI) for an Erosion & Sediment Control Plan
- 3) Plans and drawings [(Title 19 NYSCC Part 1203.3(b)/Proposed Revisions Title 19 NYCRR Part 1203.3(a)(3)] related to the construction or alteration of buildings or structures (including wood trusses) with plumbing, electrical and mechanical details SIGNED and STAMPED by a NYS registered architect or license professional engineer [Proposed Revisions Title 19 NYCRR Part 1203.3(a)(3)]. For structures over 1,500 sq ft.
 - a) Does not apply to HUD approved Manufactured Homes. The Cover Sheet **and** a 8 1/2 x 11 sheet(s) shall include, but not be limited to, –

<ol style="list-style-type: none">i) Date of asbestos demolition survey (if applicable)ii) Climatic and Geographic Design Criteriaiii) Design Loads (Dead, Live and Impact Loads)iv) Number of occupants to be accommodated in rooms and spacev) Use of all unoccupied space in existing and proposed buildings or structure(s)	<ol style="list-style-type: none">vi) Design Mix of Concretevii) Construction Classifications of Building Elementsviii) Certification of Energy Complianceix) Manufactured or Modular Home or Trailer Data
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 - b) Code Review Form verifying that all building requirements and materials meet the Uniform Fire Prevention and Building Code of New York State
- 5) Other Documents that maybe Required
 - a) Asbestos/Demolition (Title 12 NYSCRR Part 56) Survey or Letter signed by a NYS certified Asbestos Inspector, if applicable
 - b) Application for Cayuga County 911 Permit to verify Street Address
 - c) Application for an Elevation Certificate to comply with FEMA’s National Flood Insurance Program, if applicable
 - d) Application for a Coastal Erosion (6NYCRR Part 505) Permit to comply with the Coastal Erosion Program of New York State, if applicable
 - e) Application for Driveway Permit for access to a New York State, Cayuga County or Town of Sterling highway or road
 - f) Acknowledgement from “Dig Safely New York” and/or appropriate releases from utilities serving Property
 - g) An Insurance Certificate for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) from the Property Owner’s contractor(s).