



GARAGE PERMIT CHECKLIST

- Application for permit must be filled out. Please give a detailed description and total cost of the project in the spaces provided.
- A copy of your current property survey must be attached to the application, with the project amendments drawn on the survey sheet (can be hand drawn).
- Include plans and specifications showing how the garage is to be constructed, showing the size, depth, and location of footings/posts, framing, and roof structure.
- Garage Placement must meet the zoning setback requirements. Residential R-1 District: minimum 5 feet* from side and rear of property line. R-1A District: minimum 8 feet* from side and rear of property line. (*up to 15 feet in height) over 15 feet requires additional 1-foot setback per foot over 15.
- The owner or contractor is responsible for contacting Dig Safe NY at **811** at least 2 working days *before* any type of excavating is started.
- If the homeowner is doing the project, a copy of your homeowner's insurance declaration page must be submitted, and a workers' compensation exemption affidavit form must be filled out and notarized (can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit current insurance certificates and/or exemption for Workers' Comp & Liability.
- Building Permit Cost: \$75.00 up to 1st \$1000.00 of project cost
 + \$ 8.00 per \$1000.00 over.

INSPECTION REQUIREMENTS

***Please call the Codes Enforcement Office @ (315) 635-2481
each time you have completed the following stages of construction:***

- *When: Holes are dug 42" deep and before any concrete is poured.*
- *When: The framing is completed (after mechanicals/electrical/plumbing completed)*
- *When: Insulation is completed (if applicable).*
- *When: The construction is completed, and all other certificates have been issued*

Please retain this sheet for your reference