

**Town of Enfield Application for Building Permit  
Instructions for Building Permit Application**

**\*\*\*\*\*KEEP THE FIRST 4 PAGES FOR YOUR INFORMATION\*\*\*\*\***

The Building Permit process is governed by the review of the New York State Uniform Fire Prevention and Building Code and the Local Town of Enfield Code. Required information is necessary to adequately determine compliance with the regulations. **NYS Uniform Fire Prevention and Building Code of 2020 is in effect.**

**A Building Permit is required before any excavation can begin.**

**Notice: Relocation of any and all Mobile Homes /Manufactured Homes; Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. Any Questions, Contact Code Officers.**

**Pages 1, 2, 3 and 4 of the Application Form:**

Information to help you with the Building Permit Application.

**Pages 5, 8, 9 and 10 of the Application Form:**

These pages must be filled out **as they** pertain to you. Contact Code Officer if you need help.

**Pages 5, 8, 9 and 10, ALL REQUIRE YOUR SIGNATURE.**

**Page 8: The section “**THE REQUIRED PERMITS OR PERMISSION HAVE BEEN OBTAINED AS****

**FOLLOWS“:** We need copies of 1, 2 and 3 (After final Inspection). Any and all electric work must be inspected by a qualified Electrical Inspector listed below.

A. **Tompkins County Health Department:** A **copy** of the sewage system permit for all work requiring Septic systems. If the building permit application is for construction of a building other than a one or two family dwelling, Proof of Health Department acceptance of the proposed, or existing, sewage system and water supply is required.(274-6688)

B. **Electrical Inspections:**

**Commonwealth Electrical Inspection Service, Inc (607-351-2334) Joe Pellegrino  
Commonwealth Electrical Inspection Service, Inc. (607-347-4680) Bruce Horncastle  
Commonwealth Electrical Inspection Service, Inc. (607- 592-5829) Floyd Ferris  
Atlantic-Inland, Inc. (607-272-5873) Chris Fillinger  
Atlantic- Inland, Inc. (607-347-4680)**

**Application must be made for any new, replacement/repair or extension of electrical work.**

C. **Culvert Installation:**

**Contact: NYS Department Of Transportation, Tompkins County Highway Department (273-4262) or Town of Enfield Highway Department (272-6490) for information on installation and/or approval of culvert installation. There may be a separate fee for the above service.**

**Make sure you sign your name on pages 5, 8, 9 (for Mobile homes and/or  
Manufactured Homes) and 10.**

**Page 10 of the Application Form:**

A plot plan, showing all specified information, must be completed, and you may use either page 10 or have a sheet attached to the application. This is not only necessary to determine compliance with Town regulations but also to provide information with respect to Fire Safety provisions of the Building Code.

A survey map showing locations of all structures, both proposed and existing, may be submitted.

**Comments:**

Stamped plans are needed for all residential construction where the total floor area is **1,500 square feet** or greater or if cost is \$20,000 or greater, excluding garages, attics and unfinished basements, For multiple dwellings, and for commercial type buildings, plans stamped by a New York Licensed Architect or Professional Engineer are required showing foundations, structural framing, and floor plans showing doors and windows, all mechanicals and etc. Information with respect to all utilities, such as plumbing, electrical, heating, insulation (New York State Energy Code) are also required.

For one and two family homes **under 1,500 square feet of floor area**, the following plans are required: We need detail that shows compliance with the NYS Codes and NYS Energy Code.

**Floor plan** --- location of all rooms, including sizes of doors and windows.

**Framing** --- sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts points, studs, rafters, headers, and beams.

**Foundations** – sizes and locations of materials, including footers, proper sized re-bar, walls, anchoring, drainage, damp proofing, insulation and depth below finished grade will be needed.

**Plumbing schematics** for private water and sewer services.

**Information and location of heat producing equipment**, such as furnaces, hot water heaters, gas heaters and wood/pellet stoves or any other solid fuel burner.

**Specifications about and location of all insulation and windows** (New York Energy Code)

**Elevations** – four elevation drawings showing grade, window and door location and any steps

**Material specifications may be listed on a separate sheet of paper and submitted with a simple floor plan and additional plan of the project, or, all information may be shown on sketches, or a combination of both. The Code Officer may require stamped plans at his option.**

**If any trusses are used, the manufacturer’s truss design with a New York State Licensed Engineer’s stamp must be submitted. All manufactured trusses will be stamped.**

**Inspections are still required.**

**List of contractors; you must provide a list of all contractors working on your project.**

**See the page 11 for List of Contractors Form.**

This permit application and permit fee is submitted to the Code Office or the Town Clerk at the Town Hall. A receipt/issued Building Permit, will be given for any monies. Checks must be made out to the “Town of Enfield Clerk”. **Once the permit is approved, the permit may be picked up by the applicant.**

Code Officer:

**Alan Teeter**

Town of Enfield Code Enforcement Officers **SUITE 7**

168 Enfield Main Rd.

Ithaca, NY 14850

607-277-0266 E-mail: [code-officer@townofenfield.org](mailto:code-officer@townofenfield.org)

Fax 607-882-9959

**Phone Numbers You May Need**

**Dig Safely NY (A must prior to any digging) 811**  
**Town of Enfield Highway Dept. Barry Rollins 607-272-6490**  
**Tompkins County Highway Dept. 607-274-0300**  
**Tompkins County Health Dept. 607-274-6688**  
**Commonwealth (Electrical Inspection) Bruce Horncastle 607-347-4680**  
**Commonwealth (Electrical Inspection) Floyd Ferris 607-592-5829**  
**Commonwealth (Electrical Inspection) Joe Pellegrino 607-351-2334**  
**Enfield Volunteer Fire Dept. 607-272-8757**

**Please see Your Insurance agent for Workers Compensation Law information and forms. The proper form must be submitted with the application.**

**Please keep for your planning information**

TABLE R301.2(1)  
**CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

For the Town of Enfield, Tompkins County, New York State

<u>Ground Snow Load</u>	<u>Wind Speed</u>	<u>Seismic Design Category</u>	<u>Weathering</u>	<u>Frost Line Depth</u>	<u>Termite</u>	<u>Decay</u>	<u>Winter Design Temp</u>	<u>Ice Shield Underlayment Required</u>	<u>Flood Hazard</u>	<u>Carbon Monoxide Detector Required</u>
40 psf (i)	90 mph (e)	B (g)	Severe (a)	42" (b)	Moderate To heavy (c)	Sight To Moderate	-2F f)	24' from the interior inside wall	(h)	Required as of April 2003

Contractors are encouraged to obtain a copy of the new building code. The Residential Code for one-and two-family homes may be purchased separately or as a part of the complete code set from ICC.

For SI: 1 pound per square foot = 0.0479 kN/m.<sup>2</sup>,  
 1 mile per hour = 1.609 km/h.

a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(4)] The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 216 or C 652.

b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.

c. The jurisdiction shall fill in this part of the table with "very heavy," "moderate to heavy," "slight to moderate," or "none to slight" in accordance with Figure R301.2.1.4 depending on whether there has been a history of local damage.

d. The jurisdiction shall fill in this part of the table with "moderate to severe," "slight to moderate," or "none to slight" in accordance with Figure R301.2(7) depending on whether there has been a history of local damage.

e. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(5)A]. Wind exposure category shall be determined on a site-specific basis in accordance with §R301.2.1.4.

f. Refer to Table RN1101.2, "Winter Design Dry-bulb Temperature" column.

g. The jurisdiction shall fill in this part of the table with the Seismic Design Category determined from §R301.2.2.1.

h. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance



Town of Enfield  
Code Enforcement Division, Suite 7  
168 Enfield Main Rd.  
Ithaca, NY 14850

Alan Teeter 607-277-0266  
E-mail: code-officer@townofenfield.org  
Fax 607-882-9959

**Building Permit Application Information  
Important Notices: Read before signing**

1] Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Fire Prevention and Building Code, The Code of Ordinances of the Town of Enfield, and all other applicable codes, rules or regulations.

2] It is the owner's or authorized agent's responsibility to contact the Code Enforcement Office at the above listed phone numbers at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will be eventually covered from visual inspection by additional work (i.e. electrical work to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3] OWNER HERBY AGREES TO ALLOW the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, **provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non work-related violations which are readily discernible from such inspection(s).**

4] New York State law requires contractor's to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection

Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete one of forms: WC/DB-100, WC/DB-101 attached hereto. A homeowner must complete BP-1 (3/99) if involved in construction.

5] A Certificate of Occupancy or Certificate of Completion is required, the structure shall not be occupied until above certificate has been issued.

6] Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

7] This permit does not include any privilege of encroachment in, over, under, or upon any street, road or right-of-way.

8] The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

9] All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Town of Enfield Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.

I, \_\_\_\_\_,  
the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

X

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

Town of Enfield  
 Code Enforcement Division, Suite 7  
 168 Enfield Main Rd.  
 Ithaca, NY 14850  
 (607) 277-0266

Code Enforcement Officer  
 Alan Teeter  
 E-mail: code-officer@townofenfield.org  
 Fax 607-882-9959

## Application for Building Permit

Date: \_\_\_\_\_  
 Land Owner's Name: \_\_\_\_\_  
 Address of work location: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email \_\_\_\_\_

**PERMIT FEE SCHEDULE; See below for  
 Mobile Home or Manufactured Home.**

Value of Improvement		Fee	
\$ 1	To	\$5,000	\$75.00
\$5,001	To	\$10,000	\$150.00
\$10,001	To	\$50,000	\$200.00
\$50,001	To	\$100,000	\$300.00
\$100,001	To	\$150,000	\$400.00
\$150,001	To	\$250,000	\$600.00
\$250,001	To	\$500,000	\$800.00
\$500,001	To	\$1000,000	\$1,000.00
\$1,000,001	To	\$2,500,000	\$2,250.00
\$2,500,001	To	\$5,000,000	\$3,500.00
\$5,000,001	To	\$10,000,000	\$4,500.00
\$10,000,001	To	\$20,000,000	\$5,000.00

\$50.00 Additional fee for more than 6 inspections  
 Commercial Building Permits are charged at a rate of  
 \$5.00 per \$1,000 of project value  
 No additional fees are charged for Commercial Building  
 Permits  
 All costs are determined to include materials and labor  
 as if a contractor did the work.

**Code Office Use Only**

Application received \_\_\_\_\_  
 Parcel # \_\_\_\_\_  
 Plans on file \_\_\_\_\_  
 Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_  
 Make Checks Payable to:  
                                   **"Town of Enfield Clerk"**  
 Cash Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Date of Permit: \_\_\_\_\_  
 Issued by Code Officer: \_\_\_\_\_

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Work and cost information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project Cost: \$** \_\_\_\_\_

**Date CO/CC Issued:** \_\_\_\_\_

Version 1-1-2020

**Notice:** Any and all Mobile Homes /Manufactured Homes (New or Used); Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. Any Questions, Contact Code Officers. This includes moving a Mobile Home or Manufactured Home onto a lot or off a lot, either on private land or Mobile Home Park. All Mobile Homes and Manufactured Homes must be set on a legal foundation with tie downs.

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**Renewal permits fee is ½ cost of current fee. Must be renewed before expiration date.**

**Non-Permit Inspection: \$50.00. This fee may be waived by the CEO for justifiable cause.**

**Certificate of Occupancy Letter/Certificate Fee (for existing structures) \$50.00** This may be a letter indicating that structure has been in existence prior to 1984 and no additional work has been done on premises since 1984 and that no records exist for that structure. You may ask for a Fire Safety Inspection which is a Non-Permit Inspection.

**Operating Permit Fee; \$50.00 (per annum)**

**Demolition Permit Fee: \$100.00**

**Mass Gatherings Permit. Separate Application Needed.**

**Fireworks Permit \$50.00**

The NYS Code and the Town of Enfield requires Building Permits for construction or demolition of buildings and structures including Mobile Homes (set up or moving) and any electrical work, plumbing work, heating work, installation or replacement of Solid Fuel Burners (Wood/coal/pellet/gas or other device). If you have any questions, contact the Code Enforcement Officer.

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Application is made to **BUILD** \_\_\_\_, **EXTEND** \_\_\_\_, **CONVERT** \_\_\_\_, **ALTERATIONS** \_\_\_\_\_,  
**Demolition** \_\_\_\_\_, **Mobile Home** \_\_\_\_, **Electric** \_\_\_\_, **Plumbing** \_\_\_\_, **Other** \_\_\_\_\_.  
To be used for \_\_\_\_\_ at a cost of \$ \_\_\_\_\_.  
Structure is to be completed on or before \_\_\_\_\_, 20\_\_\_\_\_.

The structure(s) will be as follows: **Total Square feet of ALL floor area:** \_\_\_\_\_

Type of construction: \_\_\_\_\_

Basement Construction type: \_\_\_\_\_

Are you putting the Home on: \_\_\_ Piers, \_\_\_ Pad, \_\_\_ Basement

Number of Stories: \_\_\_\_\_

**Basement** Square Footage: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

**1<sup>st</sup> floor** Square footage: \_\_\_\_\_ Number of rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

**2<sup>nd</sup> floor** Square footage: \_\_\_\_\_ Number of rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

**Over 2 stories** Square footage: \_\_\_\_\_ Number of rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

**NOTE: ANY BUILDING OVER 2 STORIES MUST BE SPRINKLERED.**

Building(s) Height: \_\_\_\_\_ Total number of rooms: \_\_\_\_\_ Total number of bedrooms \_\_\_\_\_

Percentage of lot to be occupied by all structures: \_\_\_\_\_

Owner occupied: \_\_\_ Y \_\_\_ N

Plot Plan on back of application \_\_\_\_\_ or attached \_\_\_\_\_

**THE REQUIRED PERMITS OR PERMISSION HAVE BEEN OBTAINED AS FOLLOWS:**

1. From Tompkins County Health Department;
  - a. Approval of septic system(s) and/or well(s) .....Date issued: \_\_\_\_\_
2. From Appropriate Highway Department
  - a. Culverts .....Date issued: \_\_\_\_\_
3. Electric Inspection has been applied for/or .....Date issued: \_\_\_\_\_

The undersigned hereby applies for permission to do the above in accordance with provisions of the regulations of the Town of Enfield, New York, or others having jurisdiction, and affirms that all statements and information herein are correct to the best of his/her knowledge and belief; **and further affirms that the required inspections will be requested and scheduled with at least 48 hours notice.**

Date \_\_\_\_\_, 20\_\_\_\_\_

X \_\_\_\_\_

Signature of Landowner or Authorized Agent

## Permit Information for Manufactured Homes

**Notice:** Any and all Mobile Homes /Manufactured Homes (New or Used); Minimum cost of Building Permit is \$250 up to a value of \$50,000 (If value is more, see Fee Schedule). This includes any excavation work, site preparation, driveway, footers, piers, pad, etc. **Any Questions, Contact Code Officers.** This includes moving a Mobile Home or Manufactured Home onto a lot or off a lot, either on private land or Mobile Home Park. All Mobile Homes and Manufactured Homes must be set on a legal foundation with tie downs. Must have NYS Certified Manufacture, Seller, Installer and Mechanic.

1] You must provide a copy of the Manufactures Instructions, if none, then a detailed plan of Manufactured Home setup detail prior to excavation for Code Officers approval. New Homes must have Manufacture's Installation Instructions.

2] All Mobile Homes/Manufactured Homes are REQUIRED to be tied down properly.

3] Proof of Workers Compensation is required of all parties involved.

Name of Manufacture: \_\_\_\_\_ NYS Certification #: \_\_\_\_\_

Brand \_\_\_\_\_ Year: \_\_\_\_\_ New or Used: \_\_\_\_\_

Size of MH: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Value of MH: \$ \_\_\_\_\_

Total Cost of Site Preparation: (Excavation, Footer/Piers/Pad): \$ \_\_\_\_\_

Manufactured Home Warranty Seal #: \_\_\_\_\_

**Retailer/Builder/Installer:**

Name: \_\_\_\_\_ Installers Warranty Seal #: \_\_\_\_\_

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

NYS Certified Manufacture #: \_\_\_\_\_; Certified Seller #: \_\_\_\_\_

NYS Certified Installer #: \_\_\_\_\_ Certified Mechanic #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Excavator:**

Name of Excavator/Site Preparation: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Pad or Piers: \_\_\_\_\_ Type of Pads: \_\_\_\_\_

Type of Piers: \_\_\_\_\_, Size of footers: \_\_\_\_\_

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

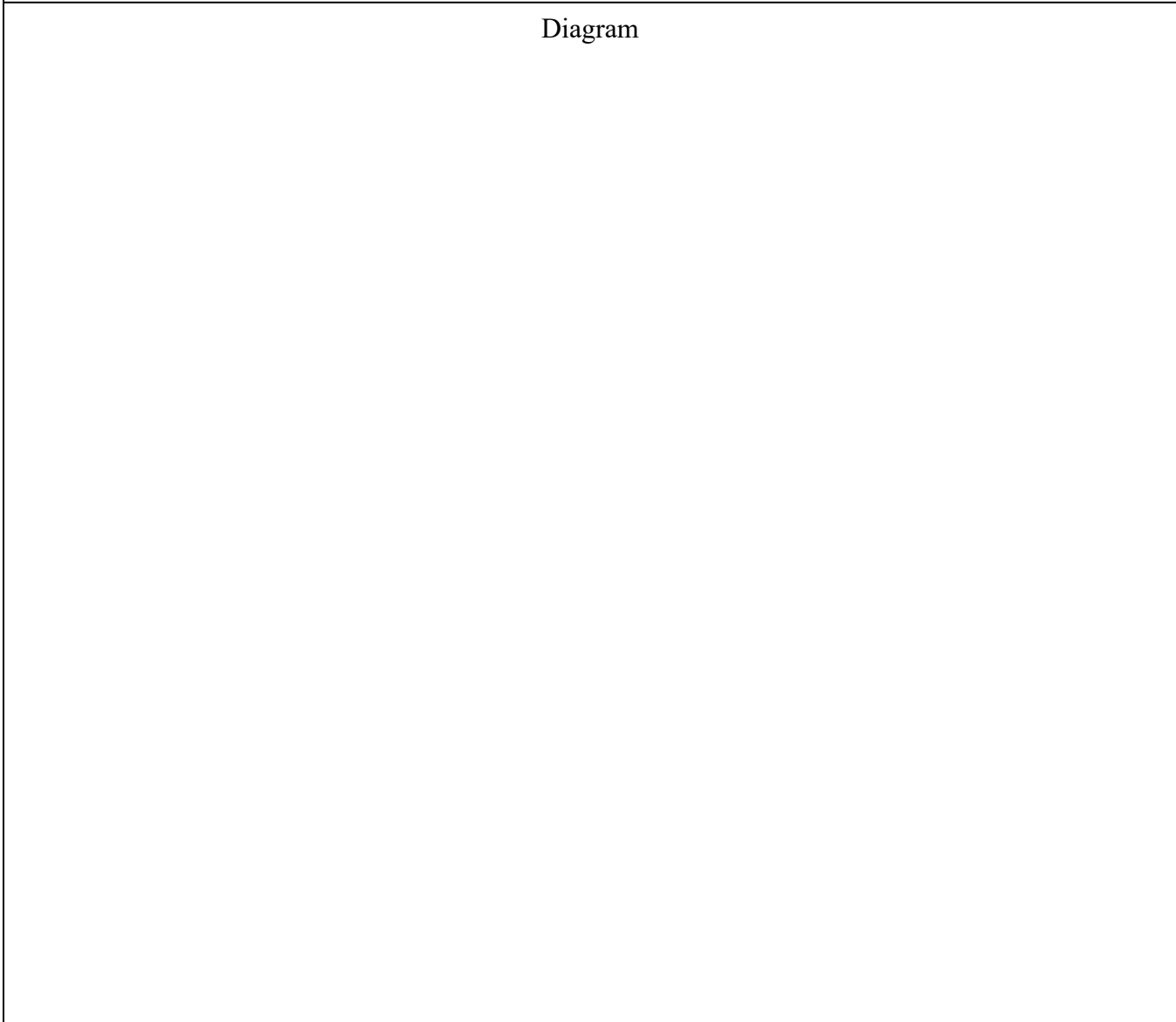
X \_\_\_\_\_  
Signature of Landowner or Authorized Agent

### Plot Plan

**Information to be shown:**

- 1] Dimensions of lot
- 2] Distance of structure from: **a]** Road, **b]** Both sides of lot property lines, **c]** Rear of lot **d]** Other structures
- 3] North Arrow
- 4] Dimensions of Building, Location of proposed structure(s) or addition(s).
- 5] Names of bordering neighbors.
- 6] Set Back of neighbors.
- 7] Street name and number.
- 8] Show existing structures in contrasting lines.

Diagram



I, Hereby Certify that the structure for which this Permit will be issued, or has been issued, will be built or has been built, according to the latest Standards of the New York State Uniform Fire Prevention and Building Code, and FURTHER, I **HEREBY CERTIFY** that the required inspections will be requested and scheduled, with 48 hours notice.

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

V

List of contractors working on your project

**Name:** \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is contractor insured? \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

**Name:** \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is contractor insured? \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

**Name:** \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is contractor insured? \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

**Name:** \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is contractor insured? \_\_\_\_\_



