



TOWN OF ONONDAGA
BUILDINGS & CODES

5020 Ball Road
Syracuse, NY 13215
(315) 469-3144

Application for Building Permit,
Certificate of Use, Certificate of
Occupancy, Demolition, Fuel
Burning Appliances, and
Swimming Pools

(FOR CODES OFFICE USE ONLY)

Permit No.: _____

Tax Map ID: _____

Date: _____

Fee: _____

Date Fee Paid: _____

Approved: _____ Disapproved: _____

Applicant Name: _____ Phone: _____

Email: _____

If Applicant/Owner is a corporation, please provide names, addresses and titles of two officers:

1. _____

2. _____

Permit Type: ☐ Commercial ☐ Residential ☐ Special Event ☐ Operational

Location/ Address: _____ Zoning Dist.: _____

Subdivision: _____ Section: _____ Lot: _____

Is property located within/adjacent to a flood plain: ☐ Yes ☐ No

If “Yes”, Community Panel # _____

(Please note that Flood Insurance regulations for construction must be followed in relation to flood plain proximity.)

Parcel Existing Use: _____ Intended Use: _____

Size of Lot: Front _____ Rear: _____ Depth: _____

Sepic Approval on file: ☐ Yes ☐ No ☐ N/A

Occupancy Classification: _____ Construction Classification: _____

Does the proposed construction require relief from any Town of Onondaga Zoning Code or NYS Uniform code:

☐ Yes ☐ No (If “Yes”, please provide any documentation describing such in detail.)

Nature of Construction: ☐ New Structure ☐ Addition ☐ Alteration ☐ Demolition ☐ Pool ☐ Other

Please briefly describe proposed construction/demolition: _____

Estimated Total Value/Cost: \$ _____

Proposed Construction Dimensions and Details:

Front: _____ Rear: _____ Depth: _____

Sq. Ft. Habitable Space: _____ Sq. Ft. Non-Habitable Space: _____

Sq. Ft. Commercial/Industrial Space: _____

of Stories: _____ # of Garage Bays: _____ Bedrooms: _____ Baths: _____

Please provide any additional details: _____

Architect Contact Information:

(NAME) (ADDRESS)

Contractor Contact Information:

(NAME) (ADDRESS)

Contractor’s Insurance Company and Certificate #: _____

Insurance Expiration Date: _____

THIS APPLICATION IS HEREBY MADE to the Town of Onondaga Building & Codes Enforcement Office for the issuance of a building permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as therein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations; says he/she is the applicant named; that he/she is the Contractor, Agent, or Corporation Officer of said owner(s); and is duly authorized to perform or has performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief; and that the work will be performed in the manner set forth in this application and in the plans and specifications filed therewith.

Signature of Applicant: _____ Date: _____

A SURVEY OF THE LOT WITH IMPROVEMENTS MUST BE PROVIDED BEFORE THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY