

CUSTOMER CHECK LIST

Residential 1 & 2 Family (New construction/Addition)

Stick Built or Modular

- Complete building permit application (document all information)
- Permit fee due at time of application
- Plot Diagram (include distance to property lines, location of well & septic, distance to other structures on property, location of neighbors well/septic)
- Copy of ZONING PERMIT
- Septic (onsite waste water treatment system) Approval form Health Department **(315) 539 - 1945**
- Construction drawings; If over 1,500 square feet in gross floor area, or for Modular, NYS Licensed Design Professional documents required.
- Proof of NYS Workers Comp. Or exemption form (home owner or CE-200)
- Construction drawings to include the following details;
 - Foundation
 - Framing
 - Truss Certificate **(Before installation)**
 - Insulation Prescriptive Method ,OR- RESCheck
 - Mechanical – Heating/AC
 - Plumbing
 - Smoke and Carbon monoxide alarm locations
 - Window and Door size (include header sizes in framing details)
 - Fire Separation (property line, Garage/Dwelling)
 - Floor Plan
 - Egress Windows & Doors
 - Solid Fuel Appliance
 - Chimney
 - Ceiling Height\
 - Stairs
 - Handrails
 - Guards
 - Roofing details
 - Approval Letter from State (MODULAR ONLY)
- Potable Water Test (before final inspection for C of O)

**CALL UFPO BEFORE DIGGING NOT LESS THAN 2
DAYS BEFORE DIGGING BUT NOT MORE THAN 10
DAYS!!! 811, OR
(800 – 962 – 7962)**

MAKE CHECKS PAYABLE TO: SENECA COUNTY TREASURER

QUESTIONS? CONTACT SENECA COUNTY BUILDING & FIRE CODE ENFORCEMENT AT

(315) 539 – 1950.