

CUSTOMER CHECK LIST

Commercial

New Construction, Alteration or Addition

- Complete building permit application (document all information)
- Permit fee due at time of application
- Copy of ZONING PERMIT
- Proof of NYS Workers Comp. Or exemption form (home owner or CE-200)
- Construction drawings; Must be NYS Licensed Design Professional Sealed and include the following details and possibly more;
 - Foundation
 - Framing
 - Insulation Prescriptive Method, OR- COMCheck
 - Electrical (energy code requirements)
 - Mechanical – Heating/AC (energy code requirements, include calculations)
 - Plumbing
 - Back Flow Preventer or RPZ
 - Window and Door sizes
 - Door Hardware
 - Fire Separation
 - Floor Plan (include seating, shelving and any other displays or equipment)
 - Egress lighting/Exit Signs
 - Ceiling Height
 - Stairs
 - Guards
 - Handrails
 - Fire Alarm
 - Sprinkler System
 - Kitchen Hood
 - Hood Suppression
 - Accessibility (starts at parking lot and includes interior features)
 - Truss Placards
 - Third Party Inspections/Special Inspections Required
 - Roofing details
- Plot Diagram (include distance to property lines, location of well & septic, distance to other structures on property, location of neighbors well/septic)
- Septic (onsite waste water treatment system) Approval form Health Department (315) 539 - 1945
- 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 ENFORCMENT AT (315) 539 – 1950.