

# **CUSTOMER CHECK LIST**

## **Residential Alteration/Renovation**

### Existing Buildings

- 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 need to include the following details and possibly more;
  - Framing
  - Insulation Prescriptive Method, OR- COMCheck
  - Electrical (energy code requirements)
  - Mechanical – Heating/AC (energy code requirements, include calculations)
  - Plumbing
  - Window and Door sizes (egress?)
  - Fire Separation
  - Floor Plan (include seating, shelving and any other displays or equipment)
  - Smoke and Carbon monoxide alarm locations
  - Ceiling Height
  - Stairs
  - Guards
  - Handrails
  - 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) If NEW - Approval form Health Department **(315) 539 – 1945**. Certification if existing (entire system not just tank)
- 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