



**TOWN OF ITHACA**  
215 N. Tioga Street, Ithaca, N.Y. 14850  
[www.town.ithaca.ny.us](http://www.town.ithaca.ny.us)



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**Department of Code Enforcement**  
Phone (607) 273-1783 ■ Fax (607) 273-1704  
[codes@town.ithaca.ny.us](mailto:codes@town.ithaca.ny.us)

**Office Hours: 8:00-4:00 (Monday -Friday)**

**DIRECTIONS FOR APPLYING FOR A BUILDING PERMIT**

1. **Submit a building permit application, which can be found at the following link:** [Code](#)

[Enforcement & Zoning Department - Town of Ithaca](#)

- A. If the applicant is not the land owner, they will either need to obtain a signature on all applications by the land owner, provide a letter or email from the land owner designating them the agent, or provide a copy of the contract to show they can act on behalf of the owner. This letter will need to be provided to the Town of Ithaca Code Enforcement Department with the application materials.
- B. Proof of Workers Compensation or an exemption certificate must be provided with the building permit application and proof of disability insurance must be provided during the application process.
  - i. The Workers Compensation exemption form can be found at the following website: [www.wcb.ny.gov](http://www.wcb.ny.gov)
- C. Any property for which a building permit application is made and found to be NON-COMPLIANT with the Town of Ithaca Code or Uniform Code of New York State as part of the review process **MAY BE REQUIRED** to correct the non-conformity **BEFORE** a building permit will be issued.

2. **Fees can be found at the following link:** [Forms - Town of Ithaca](#)

2. **Other permits and approvals that are needed, if applicable, prior to the building permit being issued:**

- A. An electrical permit application, from the Town of Ithaca: [Forms - Town of Ithaca](#)
- B. A plumbing permit from Bolton Point, if connected to the public water system. Bolton Point can be contacted at the following phone number: (607-277-0660)
- C. An exterior plumbing permit issued from the Town of Ithaca Engineering Department:: <https://docs.google.com/viewer?a=v&pid=sites&srcid=dG93bi5pdGhhY2EubnkudXN8cHJvdG90eXBIfGd4OjU2MjFmNjE5NGI4NzY5NTQ>
- D. If connecting to or installing a new private septic system (on site waste water treatment system), a permit issued from the Tomkins County Environmental Health Department: <https://tompkinscountyny.gov/health/eh>

- E. A “Basic, Simple, or Full SWPPP” needs to be submitted, as part of the application process, and will be reviewed and approved by the Town of Ithaca Engineering Department prior to a building permit being issued. All SWPPP applications can be found here: [Code Enforcement & Zoning Department - Town of Ithaca](#)
- i. “Basic SWPPP”
  - ii. “Simple SWPP”
  - iii. “ Full SWPP”

- F. If installing a new driveway, culvert, or working in the right of way, a culvert/ highway work permit will need to be issued from the Town of Ithaca Highway Department. The application can be found at the following link:  
<https://docs.google.com/viewer?a=v&pid=sites&srcid=dG93bi5pdGhhY2EubnkudXN8cHJvdG90eXBIfGd4OjUwZjg3NjBmZjA2YTEwNTY>

3. Drawings and specifications:

- A. Two (2) sets of construction documents (drawings and specifications) MUST BE PROVIDED with your building permit application (one digital and one hard copy). All plan modifications MUST be provided to the Code Enforcement Officer for review and approval before the modifications are implemented. The digital set of drawings can be emailed to [codes@town.ithaca.ny.us](mailto:codes@town.ithaca.ny.us).
- B. Stamped Plans are required in accordance with the NYS Education Law
  - i. The Code Enforcement Officer may ask for all or a portion of the project design submitted to be signed and stamped by a design professional at any time.
  - ii. Stamped plans for single family homes are required for any alterations/renovation/additions, or alternative construction not addressed by the NYS Uniform Code, where the total floor area of the structure is 1,500 square feet or greater and/or the value of improvement exceeds \$20,000. Total floor area does not include garages, attics, and unfinished basements.
  - iii. Construction project applications below this threshold may be submitted without stamped plans for review, but stamped plans may be required after/during the review process.
- C. All permits issued within a 12 month period are considered cumulative and will be viewed as one project to determine if the threshold is exceeded.
- D. All portions of the proposed project, including electrical, heating, fire protection, insulation, etc. are required to be stamped by the NYS licensed design professional of record.

4. Plan Review:

- A. The plan review process timeline varies for each project. The timeline will depend on the complexity of the project and the number of submittals that are currently being reviewed.
- B. When the building permit is issued, it will be provided with the list of inspections that are required. If there are any questions do not hesitate to ask the Code Officer.
- C. The Plan review will commence as soon as the application has been deemed complete, which means that all plans, applications, permits, submittal materials, proof of workers compensation and disability insurance, application fee, etc. have been provided.

5. Plan Details:

This list is provided only as a guide and may not include all information that is required to be provided; plans must show full compliance with NYS Building Code.

- A. Site Plan:
  - i. Size and location of all existing and proposed structures
  - ii. Boundary line survey information
  - iii. Use of unoccupied space around building (s)
  - iv. Measured distances of structures for setback from road right-of-way and distances to side and rear boundary lines
  - v. Location of driveway, curb cuts, parking area, number of parking spaces
  - vi. Designation of any deeds pertaining to lot
  - vii. Location and establishment of drainage ways, right-of-ways
  - viii. Location of electric service
  
- B. Elevations of front, sides and rear of building
  
- C. Floor plan - location of all rooms, including sizes of doors and windows.
- D. Framing - sizes and locations of all materials at floors, walls, ceilings, and roofs, including posts, joists, studs, rafters, headers, and beams; fastening schedules; and drilling and notching thresholds. (structural layout plans)
- E. Sections, details, and connections.
  
- F. Path(s) of egress
  
- G. Stair details - tread and riser sizes, handrail and guard details for all interior and exterior stairs; stair illumination; and under stair protection.
  
- H. Window schedule - include clear glass area, ventilation area, and clear opening dimensions for each window, and locations of safety glass.
  
- I. Finish details- interior and exterior details such as: siding, flashing, carpet, tile, laminate, etc.
  
- J. Foundation - sizes and locations of materials, including footers, anchoring, damp proofing, and depth below finished grade.
  
- K. Smoke and carbon monoxide detectors – locations and details for all smoke and carbon monoxide detectors.
  
- L. Fire Alarm plan- complete fire alarm plans, with original stamp and signature by a licensed New York State Architect or Engineer, designed in accordance with NFPA 72, or applicable NFPA standards, and ANSI A117.1-2003.
  
- M. Sprinkler plan – complete sprinkler plans with original stamp and signature by a licensed New York State Architect or Engineer, showing riser details, pipe schedules, head locations, hydraulic calculations, etc. along with cut sheets for all heads specified, must be provided in accordance with NFPA 13 of any NFPA applicable standards.
  
- N. Fire separations - a rated or listed assembly must be specified for all required fire separations such as those between tenant spaces or between a garage and a house.

- O. Plumbing schematics for private water and sewer services.
- P. Information on locations of all heat producing equipment, such as furnaces, hot water heaters, wood stoves, etc.
- Q. Proof of compliance with the New York State Energy Code, including but not limited to:
  - i. Calculations for heating and cooling loads (ACCA Manual J or similar calculations for residential projects).
  - ii. Air sealing techniques
  - iii. Insulation types and R-values
  - iv. Vapor barriers and air barriers
  - v. Door, window, and skylight U-values,
- R. Electrical schematic – include all wiring and fixture details such as: floor and ceiling plans including lighting receptacles, motors and equipment, service entry location, line diagram and wire sizes, conduits and breakers.
- S. Reflective Ceiling Plan
- T. Handicap Accessibility- schematics need to be provided, and should be incorporated with the plan set that meet chapter 11 of the BCNYS and ICC/ANSI A117.1-2009
- U. Fire extinguishers- type, size, locations, and details for all fire extinguisher.
- V. Emergency exit and/or directional lighting- height, locations, and details for all emergency, exit and/or directional lighting.
- W. Hood Systems- A shop drawing with original stamp and signature by a design professional licensed to practice in the State of New York, showing the grease hood exhaust system and suppression system.
- X. Material specifications may be listed on a separate sheet of paper and submitted with a simple floor and sectional plan of the project or all information may be shown on the sketches, or a combination of both.
- Y. Prefabricated Trusses: The manufacturer's truss design certificates with a NYS Licensed Engineer's stamp must be submitted prior to the framing inspection.
- Z. Engineered Systems: The manufacturer's installation instructions with a NYS licensed Architect or Engineer stamp must be submitted prior to the inspection of such a system.
- AA. Sprinkler Plans and Fire Alarm Plans:
  - i. Fire alarm plans must be stamped by a NYS licensed design professional and approved by the design professional of record. These plans shall be submitted at the same time as the application.

- ii. Sprinkler Plans: Chapter 225 of the Town Code requires the installation of a sprinkler system for all new construction (except one- and two-family homes) and additions and/or remodeling projects that exceed 50% of the total area or total value of the existing structure. This is in addition to applicable requirements in the NYS Building Code. These plans must be stamped by a NYS licensed design professional.

BB. Outdoor lighting details :

- i. Chapter 173 of the Code of the Town of Ithaca regulates outdoor lighting. The following details must be provided on the plans:
  - a. Plans indicating the location, description and type of any illuminating devices, fixtures, lamps, supports, reflectors, etc. The description may include, but is not limited to, catalog cuts by manufacturers and drawings (including sections where required);
  - b. Photometric data, such as that furnished by manufacturers or similar data showing the angle of cut off or light emissions, and the lumen output.
  - c. Additional evidence of compliance, such as certified test reports by a recognized testing laboratory, may be requested.

CC. SURVEY MAP

- i. A plot plan must be submitted with the following information indicated:
  - a. Dimensions of the lot
  - b. Dimensions and location of all existing and proposed structures
  - c. Distances from the road, both side lot lines, and rear lot line of each existing and proposed structure
  - d. North arrow
  - e. Street name and number.
- ii. A survey map prepared by a New York State licensed land surveyor showing locations of all structures, both proposed and existing, is required when building setbacks are within + 3 feet of the minimum allowed setback to a property line or when a discrepancy of conflicting differences are found during the plan review. This requirement can only be waived by the Code Enforcement Department.