

Permit Application Form and Instructions
Village of Lansing

Office: 2405 N. Triphammer Rd.

Hours: 9:00-1:00

Telephone: 257-0424

Procedures for Applications:

General: It is advisable to discuss all requirements with the Code Enforcement Officer, and to refer to the Zoning & Sign Laws, which may be obtained on our website at vlansing.org. See codification.

APPLICATION SHOULD BE MADE WELL IN ADVANCE OF WORK.

Building Permits for single or two-unit residences can be issued within a short time, except those involving properties in a Conservation Combining District (within 200 feet of a stream), which requires a Special Permit.

Special Permits involving Commercial and Industrial uses, properties in a Conservation Combining District, or projects requiring Environmental Review and/or Multiple Residence Permits require approval of the Planning Board and in some instances the approval of the Board of Trustees. This review may take from one to several months, depending on the scope of the project and the date of submission. The Planning Board meets at 7:30pm on the second Monday and last Tuesday of the month, and requires complete application materials 12 days in advance of the meeting at which they are to be considered.

Sign Permits can be issued by the Zoning Officer within a short time.

Variances require approval of the Board of Zoning Appeals, and in some instances recommendation of the Planning board. The time may be from one to several months, depending on the request. The Board of Zoning Appeals meets on the third Monday of each month at 7:30pm and requires complete application materials 15 days in advance of the Public Hearing at which they are to be considered.

THE APPLICANT SHOULD PLAN TO BE PRESENT AT THE MEETING, AND WILL BE INFORMED OF THE TIME AND PLACE.

READ the specific instruction sheet for the type of project.

BRING the completed application and attachments to the Village Office.

FEES are to be paid at the time of application.

Make checks payable to Village of Lansing.

The Village of Lansing Codification and the New York State Uniform Fire Prevention and Building Code require that certain information be submitted or provided so that plans may be properly examined for compliance and the necessary permits issued.

PLANS WILL NOT BE EXAMINED OR A PERMIT OR A CERTIFICATE ISSUED WITHOUT THE REQUIRED INFORMATION.

Application (Please type or print clearly with BLACK ink)

- I Location-Street and house number where improvement is to be made
 - II Proposed Construction – Improvement
 - A & B –Check those items which are pertinent to the proposed improvement
 - C. – Estimate costs of work to be done, add in items not specifically listed
 - III Occupancy Class- Use Group
 - A & B –Check appropriate occupancy class of improvement, residential or non-residential. State specific use. Indicate former use if there is a change in use group.
 - IV Building Characteristics
 - A. Check the primary type of heating fuel and also the secondary type if alternate means of heating is to be provided
 - B. Check appropriate type of water supply
 - C. Check appropriate type of sewage disposal
 - D. Enter number and type of parking spaces
 - E. Enter the appropriate numbers
 - V Identification
 - 1. Owner of record where improvement is to be made
 - 2. Agent designated- Responsible person, a resident of Tompkins County, designated by the owner (required when owner is not a resident)
 - 3. Contractor –Person doing the work of the improvement
 - 4. Architect or engineer-(Registered in New York State) who has prepared the plans and/or is in charge of construction
- *Any changes shall be filed by amendment to permit application.

Completion Attached to each issued permit is an application for Certificate of Compliance. Notify the Code Enforcement Officer when work is completed and return the completed application for Certificate of Compliance to the office. Three working days notice is required for all final inspections.

It is unlawful to use or occupy building or land until a Certificate of Compliance has been issued. A Temporary Certificate of Compliance may be requested, for good cause.

Work must be completed within one year from permit date, unless an extension is granted by the Zoning Officer.

Plans

1. Three (3) sets of plans and specifications are to be submitted with the application (plans to be drawn to scale, and have affixed on each sheet the signed seal of the architect or engineer registered in New York State)
2. Plans Shall Include:
 - a. Site Plan:
 1. Size and location of all existing and proposed structures
 2. Boundary line survey information
 3. Use of unoccupied space around building (s)
 4. Measured distances of structures for setback from road right-of-way and distances to side and rear boundary lines
 5. Location of driveway, curb cuts, parking area, number of parking spaces
 6. Designation of any deeds pertaining to lot
 7. Location and establishment of drainage ways, right-of-ways
 8. Location of electric service
 - b. Elevations of front, sides and rear of building
 - c. Foundation, floor, roof and structural plans
 - d. Door, window and finish schedules
 - e. Sections, details and connections
 - f. Material designation
 - g. Electrical floor and ceiling plans including lighting receptacles, motors and equipment, service entry location, line diagram and wire sizes, conduits and breakers
 - h.

Fees-For Building/Land Use or Special Permit (Amended 5/19/03)

A. Residential Building

At the time of submission of any application for a Building/Land Use or Special Permit for a residential building, the applicant must deliver to the Village a fee determined as follows:

(i) For each one-unit or two-unit residential building:

Up to 1,400 S.F. of floor area	\$220.00
Over 1,400 S.F. and up to 2,400 S.F. of floor area	\$300.00
Over 2,400 S.F. and up to 3,400 S.F. of floor area	\$400.00
Over 3,400 S.F. and up to 4,400 S.F. of floor area	\$500.00
Over 4,400 S.F. of floor area	\$600.00, plus \$100.00 for each 1,000 S.F., or fraction thereof, in excess of 5,400 S.F.

N.B. Floor area shall not include cellar, non-inhabitable basement, non-inhabitable attic, but shall include garage or carport, whether or not such garage or carport is attached to the main residential building. Floor area shall be based upon outside dimensions of the building, all floors to be calculated.

- (ii) For each accessory building to residential building: (maximum area of 200 square feet, maximum height of 15 feet)

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (iii) For any multi-unit residential building:

\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost

- (iv) For any repairs, alterations or additions to the:

Principal building:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

Accessory building:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (v) For any demolition:

\$1.00 per estimated \$1,000 cost, with a minimum of \$50.00

- (vi) For any site improvements or changes in use of land:

\$50.00 basic fee plus \$2.00 per \$1,000 of estimated cost.

- (vii) For a change in Category of Use of Building:

\$50.00

B. Non-Residential Buildings

At the time of submission of any application for a Building/Land Use or Special Permit for a non-residential building, the applicant must deliver to the Village a fee determined as follows:

- (i) For each principal building of non-residential occupancy:

\$200.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

- (ii) For each accessory building to non-residential occupancy: (maximum area of 200 square feet, maximum height of 15 feet)

\$200.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

- (iii) For any repairs, alterations or additions:

\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

- (iv) For any demolition:

\$1.00 per estimated \$1,000 cost, with a minimum of \$50.00

(v) For any site improvements or change in use of lands:
\$100.00 basic fee plus \$4.00 per \$1,000.00 of estimated cost.

(vi) For a change in Category of Use of Building:
\$50.00

(vii) For a change in non-residential occupancy:
\$50.00

(viii) For Temporary Commercial Activities:
\$50.00

C. No application may be processed until such time as the Village has received payment in full of the required fee, as calculated in accordance with this Section 302.04.

D. For any building occupied in part for residential use and in part for non-residential use, the required fee shall equal the higher of the residential or the non-residential fees, as calculated above, plus \$100.

E. No fee shall be required for a Certificate of Registered Home Occupancy or for a Certificate of Registered Nonconformance.