

Fees listed are meant as a guide – please contact Town Clerk (898-5035) or Code Enforcement Officer (898-4428) for exact amount before sending check.

Building Permit Fee:

- \$0-\$4,000.....\$25.00
- More than \$4,000..... \$25.00+ 3.00 Per \$1,000 of Construction Cost over \$4,000 (Rounded to nearest \$1000.)
- Swimming Pool** Above ground \$25.00/ In ground \$50.00
- Wood Stove** \$25.00
- Shed** \$25.00
- Agricultural Buildings:**..... \$25.00

Pursuant to Local Law #2 of the year 1997 Please take notice

*“This property may border a farm, as defined in Town of Groton Local Law No.2 of the year 1997, a local Law known as **The Right to Farm Law** Residents should be aware that farmers have the right to undertake good or acceptable farm practices which may generate dust, odor, smoke, noise, and vibration.”*

INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS
Required Forms before Permit is issued:

Application Form

- ✓ Complete all information above the double lines and sign where indicated
- ✓ Provide a sketch of the lot with the appropriate dimensions for new and existing structures
- ✓ Plans and Specs of the proposed construction in detail to permit evaluation for conformance with the State Uniform Prevention & Building Code, plus the Energy Conservation Code (this includes roof trusses)
- ✓ Please note that this form also contains permission for the Code Enforcement Officer (or his delegate) to enter your premises to conduct the necessary inspections.

Insurance Form

- ✓ Complete Affidavit of Exemption to show Workers Compensation Insurance Coverage
- ✓ Provide proof of Workers Compensation

Sewage System

- ✓ A copy of your Sewage System Construction Permit is required before your Building Permit can be issued.... Contact Tompkins County Department of Health, 607-274-6688 401 Harris B. Dates Drive, Ithaca, NY 14850

OTHER REQUIREMENTS

Electrical Inspection

- ✓ A final electrical inspection needs to be performed by a **CERTIFIED** electrical inspector before a Certificate of Occupancy can be issued.

Driveway

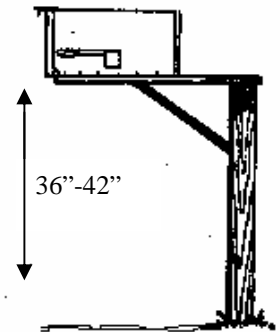
- ✓ Contact Town of Groton Highway Superintendent, Richard Case 607-898-3110 *before* the construction of your driveway, your driveway and sluice pipe has to be approved by the Highway Department before a Certificate of Occupancy can be issued.

Mailbox

You will receive your new house number from the Code Enforcement Officer when he issues your building permit. Make sure this number is displayed on the mailbox so that it is clearly visible for mail delivery as well as emergency and fire vehicles (the Fire Department recommends at least three inches high). *Before* installing your mailbox along the side of the road, **contact the Town of Groton Highway Department** (listed above) **and the Post Office** (listed below) to ensure proper placement. The Town is not responsible for snowplow damage to mailboxes placed within its right-of-way.

The U.S. Postal Service also specifies: Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them. Approach to box should be hard level surface (gravel, cinders, stone). Boxes must be placed to conform to state laws and highway regulations. Post must be neat and of adequate strength and size. Extend box beyond end of post. Attach board holding box to post with screws or double headed nails, permitting easy removal if necessary to adjust box height. The homeowner is responsible for the installation of the mailbox as well as maintenance and snow removal. If you need more information, and depending on which delivery area you are located in,

Contact: Groton Post Office, 101 E. Cortland St., (607) 898-5116
Or: Freeville Post Office, Main St., Freeville, (607) 844-8410
Or: Cortland Post Office, 88 Main St., Cortland, (607) 753-0266



Suggested installation of a single box.

ENERGY CODE REQUIREMENTS

The following items must conform to the 'R' values required by NYS Energy Code. Please contact Gary Coats at (607) 898-4428

- ✓ Roof/Ceiling
- ✓ Floors
- ✓ Exterior Walls
- ✓ Glass/Patio Doors
- ✓ Entrance Doors
- ✓ Slab Edge Insulation
- ✓ Basement/Cellar Walls
- ✓ Window

Thermostats and controls for heating and/or cooling must comply with the following:

- ✓ **Temperature Control....** Each dwelling unit shall be provided with at least one thermostat capable of automatically adjusting space temperature. Each thermostat shall have a minimum range of temperature settings from 45 F to 85 F and shall be capable of providing a deadband of no less than 5 F between full heating and /or cooling.
- ✓ **Zoning...**An accessible manual or automatic means shall be provided to restrict or shut off the heating and/or cooling to each terminal unit

The following items are needed to do an Energy Code computation and plan review.

- ✓ A clear set of prints showing details of walls, floors, ceilings, roofs and insulation.
- ✓ A complete list of window and door sizes describing "R" values and infiltration.
- ✓ Type of heating being used.