

**Requirements for obtaining a building/zoning permit:**

Before obtaining a building or zoning permit from this office, the following MUST be completed:

1. Site Plan - A survey map or hand drawn map is acceptable. Site plan must show all existing buildings, proposed buildings, septic systems, and wells. Distance from property lines shall be included in these drawings.
2. Construction Plans - Plans for all work projects shall be submitted before a building permit can be issued. Residential buildings or additions over 1500 square feet, or renovations of \$20,000.00 or more construction cost, require stamped plans by a licensed professional. Plans must show all phases of construction designs. A special form is provided for new buildings. All commercial projects require stamped plans by an architect or engineer.
3. Manufactured Homes & Mobile Homes - For new and used manufactured, mobile homes, and double-wides, site plans are still required. Construction plans are required if an addition or deck is to be built with the installation. HUD numbers and/or NY State insignia seals are required for all manufactured or mobile homes built after 1976. Some towns or villages may have more laws governing manufactured or mobile homes. Check with your inspector before applying for a permit.
4. Septic Systems – For all new septic systems, the perk test and design must be done by a NYS licensed architect or engineer. All commercial and non-conventional septic systems require stamped plans from an Architect or Engineer and approval from Oswego County Health Dept.
5. This office only issues building permits and zoning permits. By signing the applications you are acknowledging that other permits may be required from other agencies including but not limited to US Army Core of Engineers, NY State DEC, NYS Dept. of Labor, NYS DOT, Oswego County Health Dept. National Grid or any other federal, state or local agencies. You also acknowledge that you will notify the inspector of all required inspections.

John H. Howland  
Code Enforcement Officer/  
Building Inspector  
P.O. Box 544  
Sandy Creek, NY 13145  
315-387-6156

Applicants Signature \_\_\_\_\_