

Town of Clayton
Fire Prevention and Building Code Office
405 Riverside Drive
Clayton, N.Y 13624
E-mail: Codeenforcementofficer@townofclayton.com

Telephone: (315) 686-3512 Ext 29

Fax: (315) 686-2651

INFORMATION REQUIRED FOR ISSUANCE OF A TOWN OF CLAYTON BUILDING PERMIT

A. The following information is required from all Applicants before a Building Permit can be issued.

1. Completed and signed Application Form and Building Construction Questionnaire.
2. A copy of local Town or Village Zoning Permit showing Tax Map Number for Parcel where Construction is proposed.
3. The location (in detail) of your proposed project with 911 address and road name (PO Boxes and/or Route Numbers not adequate).
4. A Site plan showing the proposed location of the structure with distances to lot lines, septic system and/or well (if applicable) and any other structures existing or proposed on your site.
5. A footer and foundation plan detailing depth below grade of footer, base, size of the materials used, reinforcement, drainage system (i.e. tile pipe), water proofing method to be used and backfill.
6. Floor plan of each level showing exterior dimensions, room sizes, door and window locations, electrical layout, heating system layout and a plumbing layout showing both the supply and waste lines (the type and size of materials to be used is to be shown).
7. Framing details of the floors, walls, door and window headers, ceiling and roof showing the size and type of materials to be used, ctr. To ctr. Spacing, spans and type of roof (truss – rafters, etc.).
8. Door and window schedule detailing type, size and header information.
9. Interior finish schedule showing floor, wall and ceiling coverings to be used (i.e. carpet, paneling on sheetrock or sheetrock painted).
10. Exterior finish schedule showing type of insulation, R-Values, and location (i.e. floor, sidewalls, ceiling).

B. In addition to the above, some projects will require the following:

1. An Architect or Engineer's Stamp (i.e. all Commercial Projects and Residential Projects over 1,500 Sq. ft. or projects not of generally accepted standards).
2. Detailed Septic plans if a new system is to be installed; including completed, signed and dated percolation test form.
3. Details and specifications on all Fire Alarm Systems, Sprinkler and/or Standpipe Systems and Special Fire Suppression Systems.