



# Town of Vestal Building & Codes Department

## Commercial Combination Permit Submittal Checklist

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must have document names as **listed in bold** below.

Submission of additional plans or information may be required to complete a review for buildings on view-sensitive, small-lot, or historic properties, or buildings near critical areas, steep slopes or unstable soils.

Property Information	
<b>Site Address:</b>	<input type="text"/> Parcel No.: <input type="text"/> Estimated Value: <input type="text"/> \$
<b>Scope of Work:</b>	
<i>In this section, provide a complete <b>list of ALL work proposed and include these items on your drawings</b> to avoid potential delays in review or inspections. Be thorough and specific.</i>	
<i>Each document or document set listed below must be separated (e.g. architectural plans should be combined into one document). Number and label each page of each document.</i>	
New Commercial Construction	
Required	Document Sets
<input type="checkbox"/>	<p><b>Site plan</b> that shows the following:</p> <ul style="list-style-type: none"> <li>▪ North arrow, scale and legend</li> <li>▪ Property lines and corners with dimensions of parcel</li> <li>▪ Building footprints with dimensions</li> <li>▪ Setback dimensions from property lines and other buildings/structures on the property</li> <li>▪ Labeled adjacent streets and alleys</li> <li>▪ Driveways and parking areas with dimensions, existing/proposed gravel or paving areas</li> <li>▪ Utility locations, including water lines, sanitary sewer lines, and storm water connections</li> </ul>
<input type="checkbox"/>	<p><b>Architectural plans</b> including everything below:</p> <ul style="list-style-type: none"> <li>• Foundation details that show live and dead loads are adequately supported showing footing dimensions, depth, reinforcement, and material</li> <li>• Framing plans for floors, roof, walls which specify size and type of framing members beams, headers, etc. with dimensions and shear wall/brace wall locations. Shear wall/brace wall locations. Connection details and load paths. Location of all windows and doors with dimensions</li> <li>• Dimensions and use of each room (existing and proposed)</li> <li>• Plumbing fixture and piping plans including schematic layout</li> <li>• Reflected Ceiling Plan including Emergency Lighting and Exit Signs</li> <li>• Location of smoke and carbon monoxide detectors, alarms horns, door pulls and strobes and Product Sheets.</li> <li>• Detail on plans of how the structure is being heated, including fuel source for appliances/fixtures. Sizing and Load Calculations. Include duct layout. A gas piping diagram is required whenever gas appliances are used</li> <li>• Roof plans – peaks, valleys, overhangs with dimensions</li> <li>• Fire Sprinkler Plans, Calculations and Product Sheets</li> <li>• Elevation drawings including the following:               <ul style="list-style-type: none"> <li>○ Labeled "north", "south", "east", and "west"</li> <li>○ Scale and building dimensions and specific materials</li> </ul> </li> <li>• Section plans and connection details including the following:</li> <li>• Detail compliance with energy code</li> <li>• Specify size and type of framing members for floors, walls, ceiling/roof, beams, headers, etc.</li> <li>• Other Drawings Particular to the Project (Electrical Equipment, Suppression System, Kitchens, Ventilation Hoods, etc.)</li> </ul>
<input type="checkbox"/>	<p><b>Calculations</b></p> <p>Provide Design Criteria. Either provide structural engineering prepared by a New York State licensed professional or detail compliance with the current version of the New York State Residential Code showing how the home is being built prescriptively by providing a code analysis.</p>

### Accessory Buildings

**NOTE:** Drawings must include sheets for Site Plan, Floor Plans, Framing Plans, Roof Plans, Elevations, Section Plans, and Foundation and Connection Details as described below.

<input type="checkbox"/>	Site plan showing property lines and distance to adjacent properties and right-of-way*
<input type="checkbox"/>	Top view framing plan for floor and roof*
<input type="checkbox"/>	Section view showing roof to foundation
<input type="checkbox"/>	Elevation views from each side with labels
<input type="checkbox"/>	Foundation details
<input type="checkbox"/>	Connection details and fire rating if within 5 feet of property line
<input type="checkbox"/>	Other items identified by staff

### Remodels and Additions

<input type="checkbox"/>	Site plan. Showing property lines and distance to adjacent properties and right-of-way*
<input type="checkbox"/>	Floor Plan: before and after plans drawn to scale for each floor impacted*
<input type="checkbox"/>	Elevation: before and after plans drawn to scale for each floor impacted
<input type="checkbox"/>	Cross section: to verify ceiling height and load transfer from roof to foundation
<input type="checkbox"/>	Framing plans: before and after plans drawn to scale for each floor impacted
<input type="checkbox"/>	Foundation details, framing connection details

### Decks, Balconies

<input type="checkbox"/>	Site plan. Showing property lines and distance to adjacent properties and right-of-way.*
<input type="checkbox"/>	Top view framing plan for deck and roof (if applicable).*
<input type="checkbox"/>	Section view showing roof or top to foundation
<input type="checkbox"/>	Elevation views from each side
<input type="checkbox"/>	Foundation details
<input type="checkbox"/>	Connection and tension tie details if attached/supported to house

### Notes

**You may apply for a Commercial New Construction, Accessory Structure, Remodel/Addition or Deck, Balcony/Porch Permit in person at 133 Front Street, Vestal, NY 13850**

If you need assistance or are unable to submit online, please contact us at (607) 786-0980.

**For electrical inspections please contact an approved electrical inspector from our list: These inspectors charge separately.**

*Note: This checklist does not substitute for codes and regulations and may not be all inclusive.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

\*See Front Page

More information: Town of Vestal, Building & Code Department | [code@vestalny.com](mailto:code@vestalny.com) (607) 786-0980