

# Town of Madison

7358 State Route 20, P.O. Box 66  
Madison, New York 13402  
(315) 893-1890 Fax (315) 893-7547

Applications hereby made to the Codes Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions or alterations, as per Part 442. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds \$20,000.00, or if the building, addition, or alteration will have an effect on either structural or public safety. The plans will also have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Dept. regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A percolation test and septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E. I request a 72-hour notice for an inspection of a septic system prior to back filling.

## INSTRUCTIONS

This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Codes Enforcement Officer.

1. Plot plan showing location of a lot and of buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.
2. This application must be accompanied by two (2) sets of plans showing proposed construction.
3. Copy of Worker's Compensation Insurance made out to The Town of Madison (C-105.2 Form)
4. Copy of Liability Insurance made out to The Town of Madison
5. For Home Owner performing all work: Complete Worker's Compensation Exemption Form CE-200 at: [www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestexemptionoverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestexemptionoverview.jsp)
6. For Contractors: If exempt from Worker's Compensation Form CE-200 at: [www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestexemptionoverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestexemptionoverview.jsp)
7. Building Demolition/ Renovation- Industrial Code Rule 56 (New York State Department of labor Asbestos) Shall be completed with, proof of completion submitted to the codes department.
- 8.

**The work covered by this application may not commence prior to the issuance of a building permit.** Building Permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of the work. **Building Permit is good for one (1) year.**

No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY OR COMPLETION** has been issued.

Any deviation from the approved plans must be authorized, the approval of revised plans are subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

PERMIT NO. \_\_\_\_\_

**Electrical Inspections**

All Electrical work must be inspected. The Contractor/Owner is responsible for the cost and filing the necessary application. You may use 3<sup>rd</sup> Party N.Y.S. Certified Electrical Inspector that has been approved by the town. No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

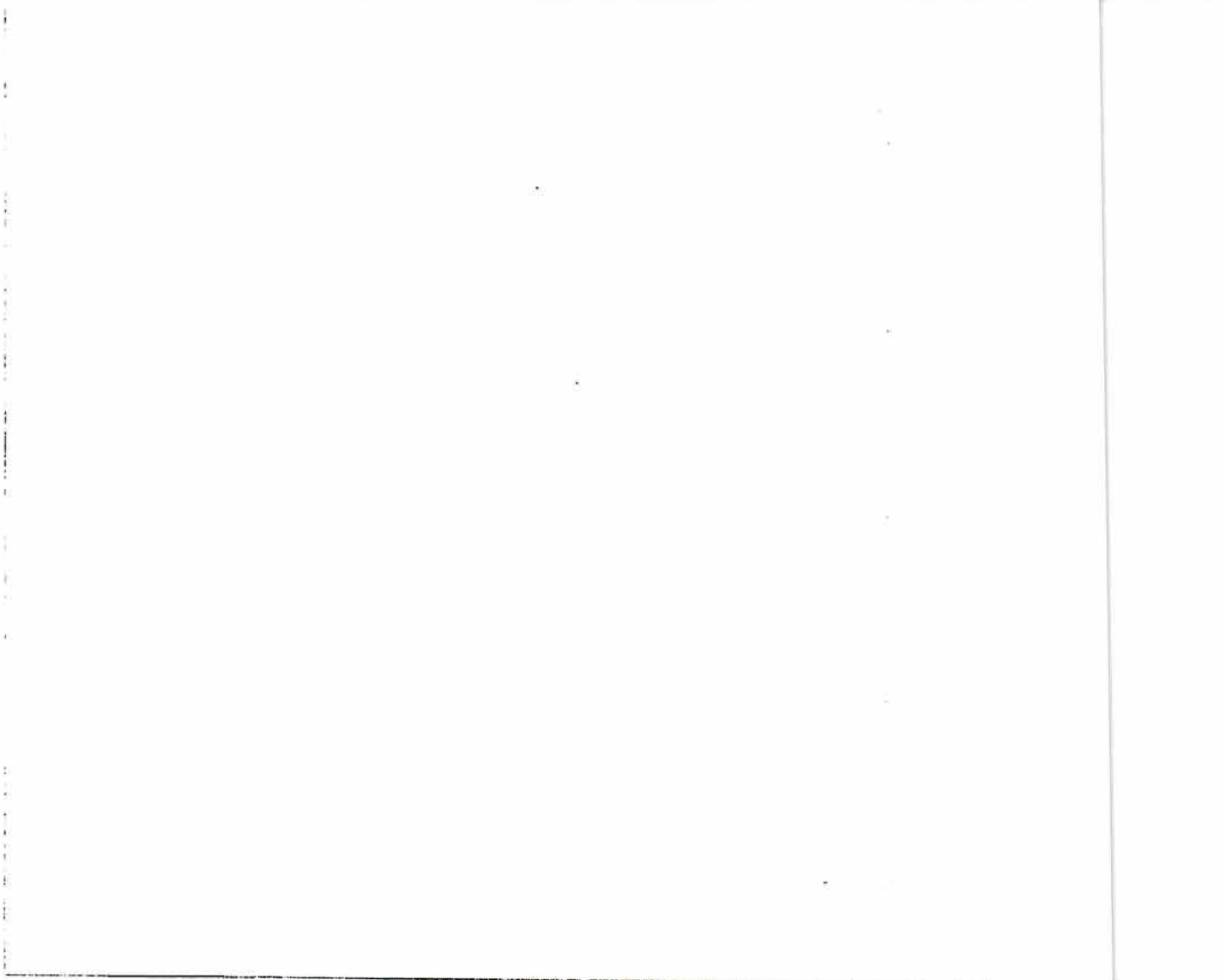
**NOTE: THIS BUILDING PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUANCE.**

\_\_\_\_\_  
Signature of Owner, Applicant

\_\_\_\_\_  
Printed or Typed copy of Signature

-----  
**PLOT DIAGRAM**

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Show all street names and an arrow pointing to the north.



**TOWN OF MADISON**

Permit No. \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Owner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Applicant is (check one or more) \_\_\_\_\_ owner \_\_\_\_\_ builder \_\_\_\_\_ other (specify) \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Compensation or General Liability Carrier & Policy No. \_\_\_\_\_

Project Location: City/ Town/ Village \_\_\_\_\_

Street \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Nature of Work (check all that apply)

\_\_\_\_\_ deck \_\_\_\_\_ new home \_\_\_\_\_ addition \_\_\_\_\_ alteration (kitchen, bath, furnace)

\_\_\_\_\_ porch \_\_\_\_\_ demolition \_\_\_\_\_ swimming pool \_\_\_\_\_ Septic Permit

\_\_\_\_\_ garage \_\_\_\_\_ mobile home \_\_\_\_\_ remodeling \_\_\_\_\_ Transient Rental Permit

\_\_\_\_\_ shed \_\_\_\_\_ manuf. home \_\_\_\_\_ All solid Fuel Burning Appliances \_\_\_\_\_ Generator Permit

\_\_\_\_\_ other (specify) \_\_\_\_\_

Sewage Disposal \_\_\_\_\_ new \_\_\_\_\_ existing

\_\_\_\_\_ septic \_\_\_\_\_ municipal

If applicable, attach local or County Health Dept. approval.

Water Supply \_\_\_\_\_ new well \_\_\_\_\_ existing well \_\_\_\_\_ spring \_\_\_\_\_ municipal water supply

Flood Plain site \_\_\_\_\_ is \_\_\_\_\_ is not within a flood plain.

Wetland site \_\_\_\_\_ is \_\_\_\_\_ is not in a designated wetland.

Heating System \_\_\_\_\_ electric \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ warm air \_\_\_\_\_ baseboard

\_\_\_\_\_ heat pump \_\_\_\_\_ wood \_\_\_\_\_ separate air conditioning

\_\_\_\_\_ other (specify) \_\_\_\_\_

Dimensions lot size \_\_\_\_\_ existing building size \_\_\_\_\_

new building size \_\_\_\_\_



# Town of Madison

Lawrence Cesario  
Codes Enforcement Officer  
P.O. Box 66  
Madison, NY 13402

Phone: (315) 893-1890  
Fax (315) 893-7547

## ARTICLE III BOUNDARY REGULATIONS

(Taken from Local Law #1 from June 14, 2018)

Minimum Lot Sizes: All Residential Structures in the Town of Madison shall have the following lot sizes:

Single family dwelling	1 acre
Two family dwelling	1.5 acres
Multi-family dwelling	1.5 acres + 10,000 sq. ft. per unit Beyond the first housing unit.

Minimum Road Frontage: 100'

Minimum Lot Depth: 125'

Minimum Front Yard Setback 30'

(From an existing highway right of way)

Minimum Side and Rear Yard Setbacks 25'

Accessory structures larger than 200 sq. ft. shall have a minimum side and rear setback of 25ft. Accessory structures 200 sq. ft. or less shall have a minimum Setback of 5ft.

All residential structures without a basement must have an outside storage structure or garage with a minimum of 100 sq. ft.

Article VII, #3 also states agricultural structures or buildings are exempt from this permit requirement but must comply with the setbacks as written in this local law.

**THE FOLLOWING ELECTRICAL INSPECTORS ARE REGISTEED  
WITH THE TOWN OF Madison**

Name Phone # Organization/Company

**d/b/a Central New York Electrical Inspection Service LLC.**

**7910 Rinaldo Blvd West**

**Bridgeport, NY 13030**

**[cnyinspection@larrykinne.com](mailto:cnyinspection@larrykinne.com)**

**Larry Kinne**

**(315) 633-0027**

**Fax: (315) 633-8274**

**COMMONWEALTH ELECTRICAL INSPECTION SERVICE, INC**

**TIM THOMAS-MANAGER**

**CEISROC@YAHOO.COM**

**800-801-0309**

**Brian Fenner**

**(315) 440-4070**

**Dick McCarthy**

**(315) 534-0077**

**2003 North Madison St.**

**Rome, New York 13440**

**NEW YORK ATLANTIC-INLAND**

**997 McLean Rd.**

**CORTLAND, NY 13045**

**TELEPHONE: (607) 753-7118**

**Michael Miers,**

**(315) 843-5155 Office**

**Cell: (315) 723-0684**

**5482 Knoxboro Rd.**

**Munnsville, New York 13409**

**The Inspector, LLC**

**5390 State Route 11**

**Burke, New York 12917**

**(800) 487-0535**

**Robert Mutton -**

**Direct Line: (315) 271-7206**

**President of THE Inspector**

**Steve Glessing**

**Direct Line: (315) 240-1575**

**Cell: (315) 240-1575**

**Upstate Electrical Inspection Agency**

**108 Watson Road / N. Syracuse, NY 13212**

**Scott Bellows (315) 949-4400**

## Blower Door Testing Contractors

### **Boulder Consultants**

Donald DeWolfe (315)-797-608

### **Onpoint Inspections, LLC**

Carol Gronlund (518)-524-3341

### **Upstate Spray Foam Insulation**

Justin Assisi (315)-822-5238

### **Energy Systems**

Mike Pluke (315)-733-2220

### **CNY Home Tech Service**

Tom Urtz (315)-363-4043

**TOWN OF MADISON**  
**OFFICE OF CODES ENFORCEMENT**

Building Permit Fees

Application Fee/Processing Fee (for all applications) .....	\$50.00
Residential Fee- \$0.25/sq.ft. ....	\$ _____
Residential Septic Permit-..... (inspections included) .....	\$110.00
Non-Residential Fee over 144 sq.ft. - \$0.15/sq. ft.....	\$ _____
Commercial Fee- \$0.35/sq.ft. ....	\$ _____
Commercial Septic Permit-..... (Inspections included) .....	\$300.00
Transient Rental Permit and Yearly Renewal Fee..... (Inspections included) ...	\$ 150.00
Junk Yard Permit.....	\$50.00
Food Truck Operating Permit-(1-Year). (Inspections included) .....	\$30.00
Tent and Membrane Structures-( 1 Year)- (Inspections included) .....	\$ 60.00
All Decks (require building permits) .... (Inspections included) .....	\$100.00
Covered Deck..... (inspections included) .....	\$150.00
Generator.....Inspections Included.....	\$60.00
Wood or any solid fuel stove or burner (inspections included) .....	\$60.00
Swimming Pools (2ft & over) ..... (Inspections included) .....	\$60.00
Spas & Hot Tubs*	
Demolition Permit (any structure over 144 sq. Ft.) .....	\$60.00
Total number of Inspections (from above) ..... _____ x \$30.00	\$ _____
Extra Inspections- # _____ x \$50.00.....	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>



**Green Energy Projects**

Application Fee/Processing Fee for all applications (Non-Refundable) .....	\$1000.00
Wind/ Cellular/ Telecommunications Towers and Solar Arrays/ Fields ...	\$5.00 per \$1000.00
of the total cost of the project	
Permit Renewal Fee.....	3% of the total cost of the project.
Decommissioning Fee.....	3% of the total cost of the project

\*GFCI protection required and electrical inspection by Certified Electrical Inspector and Codes Enforcement Officer (All Swimming Pools, Spas & Hot Tubs)

**(b) Other inspections and fees related to building construction:**

Fire Inspections of Commercial Buildings, per hour.....	\$60.00
Fire Inspections of Residential Buildings, per hour.....	\$60.00
Multiple Residency Inspections, per hour.....	\$60.00
Plan Review (where no permit is requested or Abstract review) .....	\$60.00
Additional plan review required by changes, additions, or revisions To approved plans .....	\$40.00
Building Permit – (1st) Year Renewal.....	\$100.00
Building Permit – After First Year Renewal.....	\$250.00
Certificate of Occupancy .....	No Charge
Temporary Certificate of Occupancy (1 <sup>st</sup> & 2 <sup>nd</sup> ) good for 3month.....	\$100.00
Third and subsequent Temporary certificate of Occupancy.....	\$200.00
Variance Application.....	\$400.00
Special Use Permit- Commercial/Business.....	\$250.00
Special Use Permit- Residential.....	\$100.00
Subdivision .....	\$150.00 + \$50.00 per lot

**NO PERMIT FEE FOR AGRICULTURAL BUILDING (SET BACK INSPECTIONS REQUIRED)**

**Septic Permit:** \*No septic system shall be installed or replaced in the Town of Madison except upon the issuance of a permit by the Code Enforcement Officer of the Town of Madison after payment of the fee hereinafter prescribed.

**\*The Codes Enforcement Officer, before covering, must visually inspect all systems. Failure to do so will mean the system must be uncovered for inspection.**

\*A NYS professional Engineer must design and certify septic system plans.

\*Any modification from and including the distribution box needs approval from a professional Engineer. Permit is valid for one year from date of issuance. If construction has not commenced, the permit is void and no refunds shall be allowed.

\*General or primary contractors and/or property owners must give adequate time for inspections. Minimum of 24 hours notice required.

\*The Codes Enforcement Officer of a certified appointed official will respond within 24 hours of being contacted by contractors and/or property owners.

**ALL PERMIT FEES SHALL BE DOUBLED IF CONSTRUCTION IS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.**

**All fees are payable to: Town of Madison**

(Effective February 8, 2024)

## 18 MANDATORY PROVISIONS

### New York State Residential Energy Code 2016

1. **R401.3 Certificate (Mandatory):**

A permanent certificate shall be completed by the builder or registered design professional and posted on a wall in the space where the furnace is located, a utility room or an approved location inside the building. Where located on an electrical panel, the certificate shall not cover the visibility of the circuit direction label, service disconnect label or other required labels. The certificate shall list the predominant R-values of the insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and floor) and ducts outside conditioned space; U-factors for fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing done on the building. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the type and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace or baseboard electric heater is installed in a residence, the certificate shall list "gas-fired unvented room heater," "electric furnace" or "baseboard electric heater," as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or baseboard heaters.

2. **R402.4 Air leakage (Mandatory)**

The *building thermal envelop* shall be constructed to limit air leakage in accordance with the requirements of Section R402.4.1 through R402.4.6

3. **R402.5 Maximum fenestration U-factor and SHGC (Mandatory)**

The area-weighted average maximum fenestration U-factor permitted using tradeoffs from Section R402.1.5 or R405 shall be 0.48 in Climate Zone 4 and 5 and 0.40 in Climate Zone 6 for vertical fenestration, and 0.75 in Climate Zone 4 through 6 for skylights.

4. **R403.1 Controls (Mandatory);**

At least one thermostat shall be provided for each separate heating and cooling system.

5. **R403.1.2 Heat pumps supplementary heat (Mandatory)**

Heat pumps having supplementary electric-resistance heat shall have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load.

6. R403.3.3.2 Sealing (Mandatory)

Ducts, air handlers and filter boxes shall be sealed. Joints and seams shall comply with either the 2015 International Mechanical Code (as amended), 2015 International Residential Code (as amended) or the New York City Construction Code, as applicable.

Exceptions:

1. Air-impermeable spray foam products shall be permitted to be applied without additional joint seals.
2. For ducts having a static pressure classification of less than 2 inches of water column (500Pa), additional closure systems shall not be required for continuously welded joints and seams, and lock-type joints and seams of other than the snap-lock and button-lock type.

7. R403.3.3.3 Duct testing (Mandatory)

Ducts shall be pressure tested to determine air leakage by one of the following methods:

1. Rough-in-test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. across the entire system, including the manufacturer's air handler enclosure if installed at the time of the test. All registers shall be taped or otherwise sealed during the test.
2. Post construction test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. across the entire system, including the manufacturer's air handler enclosed. Registers shall be taped or otherwise sealed during the test.

Exception: A duct air leakage test shall not be required where the duct and air handlers are located entirely within the building thermal envelope.

A written report of the results of the test shall be signed by the party conducting the test and provided to the code official.

8. R403.3.5 Building cavities (Mandatory)

Building framing cavities shall not be used as duct or plenums.

9. R403.4 Mechanical system piping insulation (Mandatory)

Mechanical system piping capable of carrying fluids above 150°F or below 55° shall be insulated to a minimum of R-3.

10. R403.5.1 Heated water circulation and temperature maintenance system (Mandatory)

Heated water circulation systems shall be in accordance with Section R403.5.1.1. Heat trace temperature maintenance systems shall be in accordance with Section R403.5.1.2. Automatic controls, temperature sensors and pumps shall be accessible. Manual controls shall be readily accessible.

**11. R403.6 Mechanical ventilation (Mandatory)**

The building shall be provided with ventilation that meets the requirements of the 2015 *International Mechanical Code (as amended)*, the 2015 *International Residential Code (as amended)* or the New York City Construction Code, as applicable, or with other approved means of ventilation. Outdoor air intake and exhaust shall have automatic or gravity dampers that close when the ventilation system is not operating.

**12. R403.7 Equipment sizing and efficiency rating (Mandatory)**

Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. New or replacement heating and cooling equipment shall have an efficiency rating equal to or greater than the minimum required by federal law for the geographic location where the equipment is installed.

**13. R403.8 System serving multiple dwelling units (Mandatory)**

Systems serving multiple dwelling units shall comply with Section C403 and C404 of the 2015 IECC Commercial Provisions (as amended) in lieu of Section R403 of the 2015 IECC Residential provisions (as amended).

**14. R403.9 Snow melt and iced system control (Mandatory)**

Snow and ice-melting systems, supplied through energy service to the building, shall include automatic control capable of shutting off the system when the pavement temperature is above 50°F, and no precipitation is falling and an automatic or manual control that will allow shut-off when the outdoor temperature is above 40°F.

**15. R403.10 Pools and permanent spas energy consumption (Mandatory)**

The energy consumption of pools and permanent spas shall be in accordance with Sections R403.10.1 through R403.10.3.

**16. R403.11 Portable spas (Mandatory)**

The energy consumption of electric-powered portable spas shall be controlled by the requirements of AFSP-14.

**17. R404.1 Lighting equipment (Mandatory)**

Not less than 75 percent of the lamps in permanently installed lighting fixtures shall be high-efficacy lamps or not less than 75 percent of the permanently installed lighting fixtures shall contain only high-efficacy lamps.

Exception: Low-voltage lighting

**18. R404.1.1 Lighting equipment (Mandatory)**

Fuel gas lighting systems shall not have continuously burning pilot lights.