

Town of Camillus
Code Enforcement Office
4600 West Genesee Street
Syracuse, NY 13219

Gregg Humphrey
Code Enforcement Officer

Phone (315) 487-8930
Fax (315) 487-6976

RESIDENTIAL BUILDING PERMIT REQUIREMENTS CHECKLIST

1. BUILDING PERMIT APPLICATION. Click here for a downloadable version.
2. BUILDING PERMIT INFORMATION FORM. (click here for a downloadable version).
3. PROPERTY SURVEY; show location of proposed building.
4. SITE PLAN APPROVAL may be required.
5. DRIVEWAY PERMIT from County D.O.T. (this form can be obtained from <http://www.ongov.net/dot/permits.html>.) which **must** be signed by the Code Enforcement Officer before submitting to the County for their approval via email highwaypermits@ongov.net .
OR
DRIVEWAY PERMIT from the Town of Camillus Highway which **must** be approved by the Highway Superintendent who can be reached at (315) 672-5556. Click here for a downloadable version. <https://www.townofcamillus.com/documents/855.pdf>
OR
DRIVEWAY PERMIT from the NYS D.O.T.
6. SEWAGE DISPOSAL APPROVAL or County approved septic design.
7. Two (2) Sets of CONSTRUCTION PLANS and Specifications. (May require New York State Architect or P.E. Seal.)
8. ENERGY ANALYSIS; to satisfy the NYS Energy Conservation Code. This can be obtained at website: www.energycodes.gov
9. PROOF OF NYS WORKERS COMPENSATION Insurance for the contractor performing the work. Acceptable forms are: U-26.3 (NY State Insurance Fund), C-105.2 (9-07), or GSI-105.2(2-02) from the Workers Compensation Board. If there are no employees the contractor can complete "Affidavit For New York Entities And Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/Or disability Benefits Insurance Coverage Is Not Required – Form: WC/DB-100(9-07). This form can be obtained in a downloadable version at website: www.wcb.state.ny.us and click on the Common Forms button at the top to get to the forms you can scroll through. If the Homeowner is performing the work "Affidavit of Exemption to Who Specific Proof of Workers' Compensation Insurance Coverage for a 1,2,3 or 4 Family, Owner-occupied Residence" Form BP-1 (9-07) may be completed and is available in the Code Office OR as a download from our website OR www.wcb.state.ny.us.
10. CERTIFICATE OF ELEVATION, if located in Special Flood Hazard Area. You can visit website www.fema.gov for additional information.
11. PHASE II STORMWATER PERMIT, if disturbing 1 or more acres during any construction. You can visit one of the following websites for more information/permits required:

CNY Regional Planning & Development Board
www.cnyrpdb.org/stormwater-phase2
U.S. Environmental Protection Agency
www.epa.gov/npdes/stormwater

NYS Department of Environmental Conservation:
www.dec.state.ny.us