Foundation Approval_____
Date Signed
Conditional Approval_____
Date Signed
Certificate of Compliance_____
Date Signed
ZBA Approval_____
Date Decision
Planning Bd. Approval_____
Date Decision

Town of DeWitt
Development Permit Application
Department of Planning & Zoning

PERMIT

Date_____

Nature of Work

New Building ☐ SF _____
Addition ☐ SF _____
Alteration ☐ SF _____
Repair ☐ SF _____
Conversion ☐ SF _____
Removal ☐
Demolition ☐ Construction
Grad/Filling/Excav. ☐ Cost $ _____
Sign ☐
Pool ☐ Permit Fee
Tank ☐ $ _____

Other Commercial Interior Alterations

Property/ Owner Information

Address_____
City/ST/Zip_____
Tax Map No. _____ - _____ - _____ Zoning District _____
Flood Plain Design _____ Wet Land Design _____
Present Use & Occupancy _____
Property Owner _____
Owner's Address _____
Owner's Phone No. (H) _____ (W) _____
Owner's Signature _____

Description of Proposed Development _____
Description of Intended Use_____

Approved Plan Reference

Company/Designer Name _____Plan Date (Original) _____
Plan Title _____ Last Revision _____ Number of Pages_____

Contractor Information

Name of Architect or Engineer _____
Contact Person _____ Phone No. _____
Address _____City_____ State _____ Zip _____
Name of Contractor _____
Contact Person _____ Phone No. _____
Address _____City_____ State _____ Zip _____

STATE OF NEW YORK,
COUNTY OF _____ SS.

X_____ being duly sworn deposes and says that s/he is the
(Name of individual signing application)

X_____
(Contractor, agent, corporate officer, owner, etc.)
of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.
(If owner, notarization is not necessary)

X_____.
(Applicant's signature)
Sworn to before me this _____ day of _____, 20_____.

_____

I have personally reviewed this application and find that these accurately describe the intended work, and use, and that they comply with NYS Building Codes, and Onondaga County and Town Laws and Ordinances.

_____
Issuing Officers Signature

_____
Date
Conditions
_____
_____
_____
_____

CALL FOR INSPECTIONS Rev 11/17/11

General Development Rules
Town of DeWitt

Application is hereby made to the Town of DeWitt Department of Planning & Zoning for the issuance of a permit to the New York State Uniform Fire Prevention and Building Code and applicable local laws for the construction of buildings, additions or alterations, or for other physical improvements or for the removal or demolition, as herein designated. The applicant and property owner agree to comply with said laws, ordinances, regulations and following rules:

1. An **ORIGINAL** shall be completed in ink and shall be accompanied by a complete set of plans showing all proposed construction; a complete set of specifications, a current survey within ten years showing all improvements. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical, and plumbing installation, and Workman's Compensation certificate.
2. No work covered by this application may be commenced prior to the issuance of a Development Permit. Project is double fee if started without permit.
3. No building or premises shall be occupied or used for any purpose whatsoever until a Certificate of Occupancy/ Compliance has been issued by the Department. If a second "Final" inspection is needed due to incomplete construction or improvements, a charge of $40.00 shall be levied. (Please note that your Development Permit Fee includes one (1) "Final" on Certificate of Occupancy/Compliance inspection.)
4. Upon approval of this application, a Foundation Permit or Specific Permit will be issued to the applicant for conspicuous posting and availability at the job site at all times.
   - When an "As Built" foundation survey is presented and approved by the Department, the Final Permit will be issued.
5. All electrical work is to be inspected by a Town approved organization.
6. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
7. In signing this application the applicant agrees to permit at all reasonable hours the entry of Department Representatives and authorized inspection agencies.

For information contact:

Town of DeWitt
Planning & Zoning
5400 Butternut Drive
East Syracuse, NY 13057
Phone (315) 446-3910 x3
Fax (315) 449-0620
plan_zone@townofdewitt.com
WWW.TownofDeWitt.com

TOWN OF DEWITT
PLANNING & ZONING
FEE SCHEDULE*

Commercial Interior Alterations:

ITEM	FEE	NOTES
I. DEVELOPMENT PERMIT*		
A. Base Fee	**$75**	Base fee for all NYS Uniform Requirements plus local property improvement requirements
1. Residential	plus $26/100 SFGFA	
2. Retail	plus $26/100 SFGFA	
3. Office	plus $32/100 SFGFA	
4. Warehouse	plus $16/100 SFGFA	
5. Other Occupancies	plus $32/100 SFGFA	
6. Detached Garages	plus $12/100 SFGFA	
7. Specialty Items	plus $8.00/$1000 of construction cost	Alterations, repairs, conversions: towers, pools, signs, fences, decks, sheds, demolition, grading & filling, etc.
8. Operating Permits	$65	Pyrotechnics, public assembly, hazardous materials
9. Zoning Compliance Letter	$65	**ALL SOLAR** APPLICATIONS- $60
10. Codes Review	fifty (50) percent of permit fee	
11. Zoning Information Research	$65	
12. After Hours Inspection Fee	$95	
II. ZONING BOARD (see V, below)*		
1. For lots ≤ 1 Acre or ≤ 3,000 SFGFA. Area Variance	**$325 + $75** for additional variance(s)	
2. For all lots > 1 Acre or > 3,000 SFGFA, Area Variance	**$1500**	
3. For all SIGNS	**$500**	
4. Use Variance	**$1000**	
5. Special Use Permit	**$500**	
III. PLANNING BOARD (see V, below)*		
A. Base Fee	**$500**	All site plan review applications
<1 acre	**No additional fee**	
>1 acre < 3 acres	+$1000	
> 3 acres	+$2500	
1. Subdivision Review	plus $40/ lot	
2. Zone Change	**$1,500**	
3. Amended Site Plan Review	**$250**	
4. Simple Subdivision	**$310**	