



JEFFERSON COUNTY
FIRE PREVENTION AND BUILDING CODE OFFICE
175 ARSENAL STREET
WATERTOWN, NEW YORK 13601
E-mail: codeenforcement@co.jefferson.ny.us

Telephone: (315) 785-5130

Fax: (315) 785-5131

IMPORTANT

Inspections **MUST** be made at certain phases of your construction. These inspections will be noted on the bottom of your Building Permit.

Jefferson County's Rules and Regulations for the Administration and Enforcement of the Building Code makes **the OWNER, APPLICANT, OR HIS/HER CONTRACTOR** responsible for informing the Code Office when work is ready for inspection and to schedule such inspections.

These Regulations do not allow a **CERTIFICATE OF OCCUPANCY (CO) OR COMPLIANCE CERTIFICATE (CC)** to be issued unless the necessary inspections have occurred. **THEREFORE, IF THE INSPECTIONS ON YOUR PERMIT ARE NOT PERFORMED, NO C.O. OR C.C. WILL BE ISSUED FOR YOUR PROJECT.**

Please sign, date and return this notice to our Office with your application forms. **Your signature** indicates that you understand your responsibility to notify this Office to schedule the necessary inspections and that if the necessary inspections do not occur this Office **will not issue a CO or CC.**

DATE

SIGNATURE

**** REQUIREMENTS FOR ISSUANCE OF A
CERTIFICATE OF OCCUPANCY ****

- 1. Final walk through inspection by Code Office.**
- 2. Final Electrical Certification by Third Party Inspector.**
- 3. Well Completion Report by Installer, if applicable.**
- 4. Certification of installation of septic system by Design Professional, if applicable.**
- 5. Other certifications may be required on some projects;
Check with your Code Officer if you have questions.**

**** THE ABOVE PERTAINS TO RESIDENTIAL SINGLE
FAMILY, DUPLEXES, AND TOWNHOUSES. ****

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JEFFERSON COUNTY BUILDING PERMIT PROCESS

1. A Jefferson County Uniform Code Building Permit is required for:
 - a) most types of new residential and commercial construction including alterations, conversions and renovations to existing structures.
 - b) the installation of all mobile and modular units, all woodstoves - fireplaces and inserts, all heating units, all pools, all electrical work and the installation of all septic systems.
 - c) most demolition projects.
2. To obtain the required Permit, fill out all the information required on the Permit Application Form, and Construction Questionnaire Form which are attached to this sheet.
3. Deliver or mail the completed Application Form, Construction Questionnaire Form, along with your plot plan, construction plans and a copy of your local Zoning Permit to: **Jefferson County Fire Prevention and Building Code Office at 175 Arsenal Street, Watertown, New York 13601, Phone No. 785-5130**. There it will be checked for completeness by your inspector who will then bill you for your permit fee.
4. Once your permit fee payment is received, your application will be processed. **Permit fee checks should be made out to Jefferson County**. When your application is approved by the County Code Enforcement Officer, a Building Permit will be issued by the County and you may begin construction.
5. Once your Permit has been issued and construction has begun, your inspector will make periodic inspections at your site to inspect the work as it progresses. **It is your responsibility to notify your inspector at (315) 785-5130 when you are ready for an inspection at the intervals specified on the Building Permit**.
6. When construction of your project is complete and the work is given final approval by the County Code Enforcement Officer, the County will then issue a Certificate of Occupancy or a Compliance Certificate ending the Building Permit process. Allow for a ten day processing period between the final inspection and the issuance of the Certificate.

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**INFORMATION REQUIRED FOR ISSUANCE OF A
JEFFERSON COUNTY 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 your 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 and 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, ceilings 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.

JEFFERSON COUNTY FIRE PREVENTION AND BUILDING CODE OFFICE
175 Arsenal Street Watertown NY 13601 Phone: 315-785-5130 Fax: 315-785-5131

BUILDING CONSTRUCTION QUESTIONNAIRE

References are to the Residential Code (RC) which is available for review at this office.

Note: Failure to complete all relevant portions of this document may delay processing of your application!
Use additional sheets as required for clarity and completeness.

Name: _____ Permit Application # _____
(Person completing this questionnaire)

Town/Village of: _____

- _____ 1. Have you enclosed a copy of your Town/Village Zoning Permit?
- _____ 2. If building a septic system has a perk test been done and have you included a detailed septic system plan? Include the completed and signed perk test document. (RC Chapter 26 and NYS Department of Health Appendix 75A)
- _____ 3. Have you included a plot plan of your project showing property lines, location of project, well/septic locations and distances between them, etc?
- _____ 4. Foundation information required: (RC Chapter 4)
- a) Detailed drawing of the footing including depth below grade, height and width, material (concrete, gravel, etc.), reinforcement (rebar, metal mesh, fiber, etc.). Use separate sheet.
 - b) Type of foundation wall system: width, height, steel reinforcement (size, frequency), exterior drain to daylight? Sump pump?
 - c) If foundation walls are to be insulated provide details. If foam materials are used, cover with ½" gypsum board or other material to provide 15 minute thermal barrier. (RC 318.1.2)
 - d) What will crawl space, basement be used for? (storage, living, etc.)
_____ If habitable space, provide emergency egress (see p. 4).
 - e) Explain how the foundation is to be ventilated: _____
- _____ 5. Floor frame information: (RC Chapter 5) If multi-story detail each floor.
- a) Size, type, on-center spacing of floor joists (2x8, 2x10, etc.; 12, 16, 19.2, 24 OC (RC Table R502.3.1(1), (2)) _____
 - b) Type and size of sill plate (pressure treated, etc.) _____
 - c) Joist span (length between supports)? (RC Table R502.3.1(1),(2)) _____
 - d) Detail construction of girders if site-built; specification sheets if manufactured (RC502.11.1, RC802.10.1); type and spacing of support posts (use diagrams/dimensions) _____
 - e) Is bridging/blocking/bracing to be installed? Detail: full, cross-braced, (wood, metal) etc. _____
 - f) Type and thickness of floor sheathing: _____
 - g) Will floor be insulated? If so, detail: _____

6. Wall construction: (RC Chapter 6)

- a) Detail wall stud size (2x4, 2x6, etc.), type (wood, metal), and on-center spacing: _____
- b) Type (plywood, OSB, etc.) and thickness of exterior wall sheathing: _____
- c) Detail window and door widths, header sizes and construction type (RC 502.5(1), (2); 602.7.20): _____
- d) Type of vapor barrier to be used on walls: _____
- e) Type of exterior finish wall siding to be used: _____
- f) Detail insulation (R-value and type) to be used on wall: _____
- g) Interior wall finish to be used (drywall, paneling, etc.)? _____

7. Roof-ceiling Construction: (RC Chapter 8)

- a) Detail roof frame construction including rated snow load, wind load and on-center spacing. If using pre-manufactured roof trusses provide site and owner-specific specification sheets. "Raised Heel" type trusses needed for R-38 insulation over top plate. Otherwise, you may need R-49 in the attic.
- b) Indicate type (plywood, OSB, etc.) of sheathing for roof deck: _____
Type of roof covering (composition, metal, etc.): _____
Describe attic ventilation: _____
Attic insulation and R-value: _____
Will attic insulation be carried out over top plate? _____

8. Heating systems: (RC Chapters 12-24)

Detail system(s) to be used. Include chimney construction (if applicable), furnace/boiler base support and specific information, such as brochures and installation instructions, on woodstoves, pellet stoves, fireplaces, space heaters, etc. to be used. Please note: The Energy Conservation Construction Code of NYS requires additional insulation requirements if electrical energy is to be used. Before committing to electricity check the Energy Code or talk to your Code Enforcement Officer.

9. Plumbing: (RC Chapters 25-32)

- a) Domestic water supply (public, private well, etc.), supply line size and material (ABS, copper, PEX, polyethylene, PVC, cpvc, etc.) _____
- b) Material and sizes of domestic potable water distribution piping: _____
Note: PVC cannot be used for this purpose.
- c) Drain-Waste-Vent materials and sizes (PVC may be used for DWV applications) _____

_____ 10. **Fire protection/alarms:** (RC Chapter 3, Section R317)

Detail fire protection equipment and alarm system to be installed.

Detectors must be hard-wired; interconnected; battery back-up; located on each level (including basement); in each bedroom and area of bedrooms; plus, one carbon monoxide detector (can be combo unit) located in the area of bedrooms on the lowest level that has bedrooms.

_____ 11. **Stairways:** (RC Chapter 3, Sections R314-R316)

Riser height: (maximum 8 1/4") _____ Tread depth: (minimum 9") _____

Headroom: (minimum 6'8") _____

Handrails must be provided on at least one side of each stairway with two or more risers. Handrails shall be 34-38" above tread nosing.

Guards: surfaces >30" above grade/floor need guards at least 36" high

Guard openings: (balusters, spindles, etc.) must not allow passage of a 4" sphere.

Spiral stairs, circular stairs, winders : Check the Code or talk to CEO

Nosings: required where tread depth <11". See Code or talk to CEO

_____ 12. **Windows:** (RC Chapter 3, Section R308)

a) Will insulated glazing be used? _____ If so, type? (low E, argon, etc.) _____

b) Will the sill height be not more than 44" above the finish floor? _____

c) Egress windows: **IMPORTANT!** See RC Section R310, next page.

_____ 13. **Doors:** (RC Chapter 3, Section R311)

a) Is there at least one main entrance to the residence providing direct access to the exterior with a side-hinged door at least 36" in width and 6'8" in height? _____

b) If there is a door entering the residence from an attached garage is it 3/4 hour fire-rated, equipped with an automatic closer, and placed in a metal frame? _____

_____ 14. **Attached garage:** (RC Chapter 3, Section 309)

An attached garage must be separated from the residence and its attic area by an assembly which has a 3/4 hour fire-resistance rating. If there is habitable space over your garage, ceiling and supporting structure will need 3/4 hour fire resistance rating: (i.e.: layer of 5/8" Type X gypsum).

_____ 15. **Floor plan:**

A floor plan of each floor, showing room sizes, openings and ceiling heights must be included with each application.

**SECTION R310
EMERGENCY ESCAPE AND RESCUE OPENINGS**

R310.1 Emergency escape and rescue openings required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.

R310.1.1 Minimum opening area. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.530 m²).

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465 m²).

GRADE FLOOR OPENING. A window or other opening located such that the sill height of the opening is not more than 44 inches (1118 mm) above or below the finished ground level adjacent to the opening.

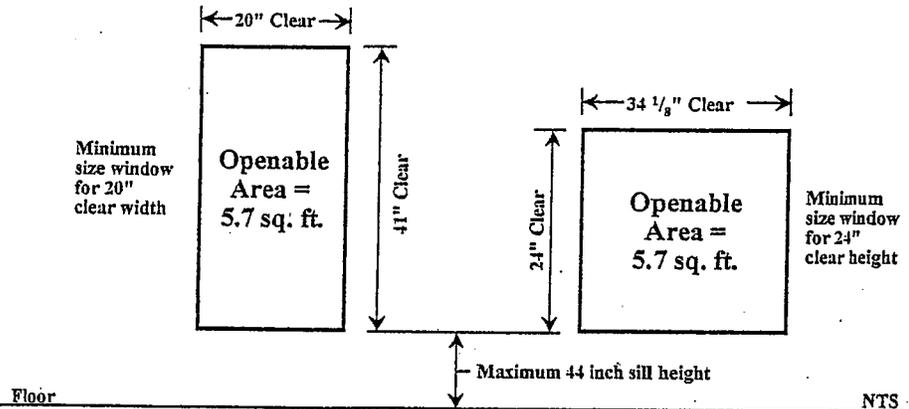
R310.1.2 Minimum opening height. The minimum net clear opening height shall be 24 inches (610 mm).

R310.1.3 Minimum opening width. The minimum net clear opening width shall be 20 inches (508 mm).

R310.1.4 Operational constraints. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

R310.2 Window wells. Window wells required for emergency escape and rescue shall have horizontal dimensions that allow the door or window of the emergency escape and rescue opening to be fully opened. The horizontal dimensions of the window well shall provide a minimum net clear area of 9 square feet (0.84 m²) with a minimum horizontal projection and width of 36 inches (914 mm).

Exception: The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches (152 mm) into the required dimensions of the window well.



R310.2.1 Ladder and steps. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Sections R314 and R315. Ladders or rungs shall have an inside width of at least 12 inches (305 mm), shall project at least 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

R310.3 Bulkhead enclosures. Bulkhead enclosures shall provide direct access to the basement. The bulkhead enclosure with the door panels in the fully open position shall provide the minimum net clear opening required by Section R310.1.1. Bulkhead enclosures shall also comply with Section R314.9.

R310.4 Bars, grills, covers and screens. Bars, grills, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided the minimum net clear opening size complies with Sections R310.1.1 to R310.1.3, and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

Note: All requested information relating to your project must be provided before a permit can be issued and before work can be started on the project.
ANY CHANGES TO THE SPECIFICATIONS ON THIS FORM AFTER THE PERMIT IS ISSUED MUST BE APPROVED BY THIS OFFICE!

If you have questions call 315-785-5130. Feel free to use plans, drawings and the like to detail your project. Thank you.