

# PERMIT GUIDE

RESIDENTIAL NEW BUILDS /  
MODULAR HOMES



CITY OF SYRACUSE

**CENTRAL PERMIT OFFICE**



**Overview:** A Residential New Build Permit is required prior to the construction of a new single or two-family home in the City of Syracuse. This guide provides general permitting and site plan requirements, as well as submission procedures to help in the process of applying for your permit.

**How to Apply:** Residential New Build applications are to be submitted using the City's Online Application Portal. To learn more about how to apply for a new build permit, please visit [syr.gov/residential-permits](https://syr.gov/residential-permits). The proposed new build will be subject to the review and approval of several City departments.



Before you start, make sure your project is allowed by our zoning laws by contacting the Office of Zoning at [zoning@syr.gov](mailto:zoning@syr.gov) or 315-448-8640. The way that your property is zoned will affect the kind of projects you're allowed to do. You can also use the Zoning and Application Discovery Tool located on the Online Application Portal. If any applications are required for zoning, address those before applying for building and site permits.

#### General Information:

- Site Plans and site plan approvals are required for each submission individually.
- Plans should include details such as any work occurring in the City Right-of-Way (road restoration outlines, curb cuts, sidewalks, etc.)
- The permit fee is based on the type of project and estimated cost of construction. A base filing fee must be paid up front. All other additional fees will be calculated once the review is approved. You will be notified when additional fees are due and for how much.
- All trade, fire prevention, and right-of-way permits (i.e. HVAC, Electric, Fire Alarm, Curb Cut, Road Cut, Sidewalk etc.) must be obtained separately.
- Plumbing permits must be obtained through Onondaga County.
- If you are planning multiple new builds, consider scheduling a pre-development meeting with City staff to help with the planning process. To schedule, use the Pre-Development Meeting Registration Form on the City's Online Application Portal.
- Once your permit is issued, you will have one year from the time of issuance to complete the project.
- Upon construction completion, you must contact the Division of Code Enforcement at 315-448-8695 or [CodeEnforcement@syr.gov](mailto:CodeEnforcement@syr.gov) to schedule an inspection. When you call, be prepared to provide the following:
  - Permit number
  - Building address
  - Type of inspection(s)
  - Type of building (i.e. single family, apartment)

**Document Requirements:**

- Property / Land Survey
- Detailed Site Plan
- Sealed Design Professional Plans
- Contractor's Insurances (to be provided at time of permit issuance or anytime beforehand)
  - Proof of Liability Insurance
  - Proof of Disability Insurance
  - Proof of Workers Compensation Insurance
  - CE-200 – Certificate of Attestation of Exemption (if not required to carry workers' compensation and/or disability coverage)

**Site Plan Requirements:**

*All site plans should be to scale and include:*

- Property lines and meters and bound thereof. (For extremely large parcels, only the pertinent areas and immediately surrounding areas need to be shown. However, if the entire site is not shown a key must be provided to identify the specific location involved).
- All encumbrances of the parcel or portion(s) thereof (including but not limited to easements).
- All existing (to remain) structures depicted with their relation to the property lines defined.
- When used for construction involving any of the following, the individual feature must be detailed:
  - Dimensioned location and accurate footprint of proposed structure(s).
  - Size, location, and approximate depth of proposed sewer lateral.
  - Size, location, and approximate depth of domestic water service.
  - Size, location, and approximate depth of fire service.
  - Location of any electrical services.
- Adequately detailing all site features to be constructed (including but not limited to retaining walls, walkways, stormwater facilities, fencing, and parking areas).
- Appropriate site construction and grading details.
- Topography (when applicable).
- Lighting calculations (when applicable).

**Submission Procedure / Steps**

The process to apply for a new build permit is outlined on the following page. If you have questions or need assistance, please contact [camino@syrr.gov](mailto:camino@syrr.gov) or 315-448-8600.

# STEPS TO APPLY FOR A RESIDENTIAL NEW BUILD

1

## Compile Required Documentation

- Property / Land Survey
- Detailed Site Plan
- Sealed Design Professional Plans
- Contractor's Insurances



If you are planning multiple new build projects, consider scheduling a pre-development meeting with City staff.

2

## Apply for New Build Permit

You must submit an application for a new build permit using the City's Online Application Portal. Other permits that may be required (i.e. right-of-way, trades or zoning) must be applied for separately.



If any applications are needed for Zoning, address those before applying for building and site permits.

3

## Application Review

The Central Permit Office intakes the application and routes it to the appropriate departments for review. City departments will provide feedback and request additional information as needed. Any revisions must be submitted using the online portal.

SCAN HERE



For more information, scan QR code or visit [syr.gov/residential-permits](http://syr.gov/residential-permits)

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## Permit Issuance

Once your application is approved and payment is received, your permit will be issued and uploaded to the documents section of your submission. You must print the permit placard and place in an obvious location at the project site. You will have one year from the time of issuance to complete the project.



Remember to schedule an inspection with the Division of Code Enforcement upon project completion.