

**CODE ENFORCEMENT OFFICER**

**Russell Lawrence 315-323-6598**

**“ When do I need a building permit”**

**A building permit shall be required for any work which must conform to the Uniform Building Code.**

**The application for a building permit shall include locations of all buildings, whether existing or proposed, and indicate all setbacks dimensions from property lines. Give tax map number also.**

**Provide a description of the project construction to include, but not limited to: nature of work, mechanical, electrical and plumbing installation. Plans: set of drawings or blueprints are required. Stamped plans are required for all commercial projects, Single family homes that exceed 1500 Square feet, foundations that do not have a footing that is below the frost depth of 4 feet and brand new septic system.**

**Exceptions to the requirement for building permits may be allowed for:**

- 1. Necessary repairs which do not materially affect that structure feature.**
- 2. Alterations to an existing building, provided that the alterations:**
  - a. Do not materially affect structure features**
  - b. Do not affect a safety feature**
  - c. Do not involve the installation or extension of electrical systems**
  - d. Do not include the installation of solid fuel burning heating appliances and associated chimneys and flues**

**Do I need a permit for siding?.....No**  
**Do I need a permit for replacing a roof?.....Yes**  
**Do I need a permit for a deck?.....Yes**  
**Do I need a permit for replacing windows and doors?....No**  
**Do I need a permit to put in a driveway?.....No**  
**Do I need a permit for a septic system?.....Yes**  
**Do I need a permit to install a heating system?.....Maybe**  
**If it is gas heating system.....No**  
**If it is a wood heating system....Yes**  
**If it is an pellet/corn heating system....Yes**  
**If it is an electric heating system.....Yes**

**Snow weight load for a roof is 60 pounds per foot**

**Anything that is 144 square feet or larger needs a permit**

**Residential permits are \$25.00 and Commercial permits are \$200.00 paid to the Town of Russell. PO Box 628 Russell, NY 13684**

**People need to remember that the Code Enforcement Officer is not here to tell you how to build your project, but is here to protect you and your property.**