



Town & Village of Clayton
Fire Prevention and Building Code Office
405 Riverside Drive
Clayton, NY 13624

E-mail: Codeenforcementofficer@townofclayton.com

Telephone: (315) 686-3512 Ext 29

Fax: (315) 686-2651

TOWN & VILLAGE OF CLAYTON BUILDING PERMIT PROCESS

1. A Town & Village of Clayton 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, with your plot plan, construction plans and a copy of your local Zoning Permit to: **Town & Village Fire Prevention and Building Code Office at 405 Riverside Drive, Clayton, N.Y 13624, Phone No. (315) 686-3512.** 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 Town of Clayton, or Village of Clayton.** When your application is approved by the Code Enforcement Officer, a Building Permit will be issued by the municipality 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) 686-3512 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 Code Enforcement Officer, the **CEO** will then issue a Certificate of Occupancy or a Compliance Certificate ending the Building Permit process. Allow for a ten day processing period between final inspection and the issuance of the Certificate.