

Zoning and Planning Secretary: bdgclerk@jerusalem-ny.gov

Code Enforcement Officer: ceo@jerusalem-ny.gov

Phone: (315) 595-2284

Town of Jerusalem Building Permit Guide

What Requires a Permit?

Ensure you obtain the necessary permit for the following projects:

Use the Building Permit Application for the following items:

- New Construction
- Additions
- Alterations
- Manufactured Homes
- Garages and Barns
- Sheds, Storage Buildings, and Greenhouses
- Commercial Sheds and Tents
- Decks and Porches
- Swimming Pools and Hot Tubs
- Signs
- Permanent Docks
- Demolition
- Heating, Ventilation, and Air Conditioning Systems
- Solid Fuel Burning Appliances
- Electrical
- Generator
- Plumbing
- Above Ground Pools
- Roof Replacement (Only if structural)
- Solar Installations

This list covers the most common permits required. If uncertain about the need for a permit, please contact the code office for guidance.

Procedure for Obtaining a Building Permit:

1. **Check Zoning:** Verify the zoning requirements of your project. Familiarize yourself with setback, lot coverage, and other property-specific requirements. Obtain information through: <https://je1224.zoninghub.com/zoningmap.aspx>
2. **Review Town Codes:** Understand Town codes relevant to your project. Access codes at: <https://ecode360.com/JE1224/home>

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- 3. Complete Application:** Fill out a building permit application, available here: <https://jerusalem-ny.gov/forms-applications.html>
- 4. Documentation:** Provide building plans, plot plans, wastewater plans, and workers' compensation insurance or exemption forms.
- 5. Submission:** Submit the application in person, by mail, or via email. Please note that if additional information is requested, or if no communication is received from the applicant within 60 days, the application will be considered abandoned. In such cases, all materials must be resubmitted along with a new application form.
- 6. Review and Fee Calculation:** The code enforcement officer will review the application. If additional information is required, you will be notified. Upon completion and meeting all requirements, the building permit fee will be calculated.
- 7. Payment and Issuance:** Pay the calculated fee. Once payment is received, your permit will be issued within one week of payment.
- 8. Zoning or Planning Board Applications:** If zoning or planning board applications are required, the building permit application will be denied. Code enforcement staff will guide you through the process of submitting required applications.
- 9. Inspections:** Throughout construction, all required inspections shall be scheduled and completed to ensure compliance with applicable codes and regulations. The applicant or property owner must contact the office **at least** twenty-four (24) hours in advance to arrange inspections. Please call (315) 595-2284 to schedule.
- 10. Completion and Occupancy:** Projects with incomplete inspections will not be issued a Certificate of Completion or a Certificate of Occupancy.

For specific questions or clarification, applicants are strongly encouraged to contact the Code Enforcement Office prior to beginning any work.

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