

JEFFERY M. LANIGAN
Mayor



MARK DOMENICO
Director

DEPARTMENT OF CODE ENFORCEMENT
ROME CITY HALL, 198 N. WASHINGTON STREET
ROME, NEW YORK 13440-5815
Telephone: (315) 339-7642 Fax: (315) 339-7638
www.romenewyork.com

Updated: January 2024

City of Rome Code Enforcement Department Permitting Guidelines

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Overview

The Code Enforcement office is responsible for enforcement of building codes, enforcement of zoning code, and issuance building permits and their required inspections. The City of Rome Common Council has adopted the current International Codes for the administration and enforcement of all construction and maintenance of existing properties. Permits issued through the Codes Department are available Monday through Friday between 8:30am and 4:30pm. **Appointment Preferred.**

All building projects that require a building permit must conform to the current adopted Code. Prior to issuing building permits the code enforcement department will perform a site visit, evaluate required submittals for compliance and determine if the proposed land use is consistent with the zone district. A project may be subject to an approval by either the Planning Board or Zoning Board of Appeals. Pending zoning, planning and code requirement compliance, a building permit will be issued. Review of documents can take one to three weeks. If approval is required by the planning or zoning board, additional time will be required as they meet on the first Tuesday and Wednesday of the month respectfully.

The Zoning Ordinance, developed in conjunction with the Comprehensive Plan, was adopted April 28, 2004. The new ordinance is a complete revision of the former ordinance adopted in the early 1960's. The zoning ordinance regulates permitted uses in various zoning districts and development standards which govern any additions or new construction.

The City of Rome requires all plumbing work to be performed by a City of Rome Licensed Plumber. The Code Enforcement Office oversees a plumbing board, administers plumbing exams and enforces the performance of all plumbing activities in the City of Rome to ensure the health and safety of the public water and sanitation while enforcing quality workmanship and adherence to standards.

Contact Information

Code Enforcement Office

198 N Washington St

Rome, NY 13440

Phone: 315-339-7642

Fax: 315-339-7638

<http://www.romenewyork.com/>

Frequently Asked Questions

What Would Require A Building Permit?

Many projects require permits. So, if in doubt about whether the project you intend to undertake will require a permit, please call the City of Rome Codes Department at 315-339-7642. A Stop Work Order will be issued on any job started without a Building Permit and subject to a thorough inspection. Additionally, permit fees are doubled for any work started without a Building Permit.

Generally, permits are required to:

- Construct a house or building
- Add or make structural alterations or changing interior configuration of space
- Construct or replace a deck
- Install or replace a pool, spa, or hot tub
- Kitchen or bath remodels
- Build or enclose a porch
- Construct an accessory building (shed or other structures detached from the principle building)
- Convert garage, attic or basement to useable space, such as a recreation room
- Install new, or extend existing plumbing
- Alter or extend the electrical system
- Install or modify a fire sprinkler system
- Demolish any building interior or building section, except utility sheds
- Repair structures damaged by fire or natural disaster
- Install any fuel burning appliance (e.g. woodstove, fireplace, etc)
- Install a chimney liner or repair chimney
- Erect any sign (see exceptions in Section 80-26.4 of Rome Zoning Code)
- Install or repair a septic system
- Install a fire protection sprinkler system
- Drill a well
- Move any building
- Erecting a fence serving as a swimming pool barrier

What Can I Do Without A Building Permit?

- Construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88 square meters);
- Installation of swings and other playground equipment associated with one- or two-family dwelling or multiple single-family dwellings (townhouses);
- Installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;
- Installation of fences which are not part of an enclosure surrounding a swimming pool;
- Construction of retaining walls unless such walls support a surcharge or impound class I, II or IIIA liquids;

- Construction of temporary motion picture, television and theater stage sets and scenery;
 - Installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);
 - Installation of partitions or movable cases less than five feet, nine inches in height;
 - Painting, wallpapering, tiling, carpeting, or other similar finish work;
 - Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
 - Replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
 - Repairs, provided that such repairs do not involve:
 - The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load bearing component;
 - The removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress;
 - The enlargement, alteration, replacement or relocation of any building system; or
 - The removal from service of all or part of a fire protection system for any period of time
-
- Install sidewalks or grade level patios (without a roof) on private property
 - Install roofing shingles not exceeding two layers or siding
 - Install or Replace gutters or downspouts
 - Replace plumbing fixtures such as a toilet or sink, or replace a hot water heater
 - Install windows and doors of same size and operation in existing openings without structural alteration
 - Install gas appliances that are not required to be vented, such as dryers and stoves
 - Repair existing gas appliances
 - Add insulation
 - Installing a sidewalk in City Right of Way – **Sidewalk Permit Issued by the Engineering Department**
 - Installing a driveway – **Driveway Permit Issued by the Engineering Department**

What Is Zoning And Why Is It Important?

Zoning regulates the use of land and the location of structures on the property. The City of Rome is segmented into a variety of zone districts, each of which has permitted uses and development standards. These zone districts range from industrial districts to preservation districts and were designed to provide a framework for orderly development and land use within the city. Compliance with the City of Rome Zoning Ordinance is the first step in any construction process. For a complete description of the zoning districts, permitted uses and development standards for each zone district, visit <http://www.municode.com/Resources/gateway.asp?pid=10285&sid=32/> and particularly Chapter 80 ZONING CODE.

What If My Proposed Project Is Not Permitted In The Zone District?

An appeal process is established to for people who seek relief from the zoning requirements in the form of a variance. An application is made to the Zoning Board of Appeals through coordination with the Office. The Zoning Board of Appeals is a volunteer board appointed by the Mayor that meets monthly, reviews applications and rules on the appeals after evaluating required evidence depicting an unreasonable hardship or restriction on the applicant. Applications to the Zoning Board of Appeals that fail will need to reconsider their project or made zoning compliant modifications to the plan. The zoning board of appeals meets the first Wednesday of each month with applications due the first of the preceding month.

Who Applies For The Building Permit?

The person or company doing the work must apply for the permit. New York State law requires that all contractors provide proof of worker's compensation insurance when applying for the building permit. Contractors that are sole proprietors that may be exempt must submit a Certificate of Attestation of Exemption from NYS Worker's Compensation. Application is on line at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp> . Home owners performing the work will be required to complete a BP-1 form and have their signature notarized. Building inspectors are required to contact the NYS Worker's Compensation Board if violations are witnessed.

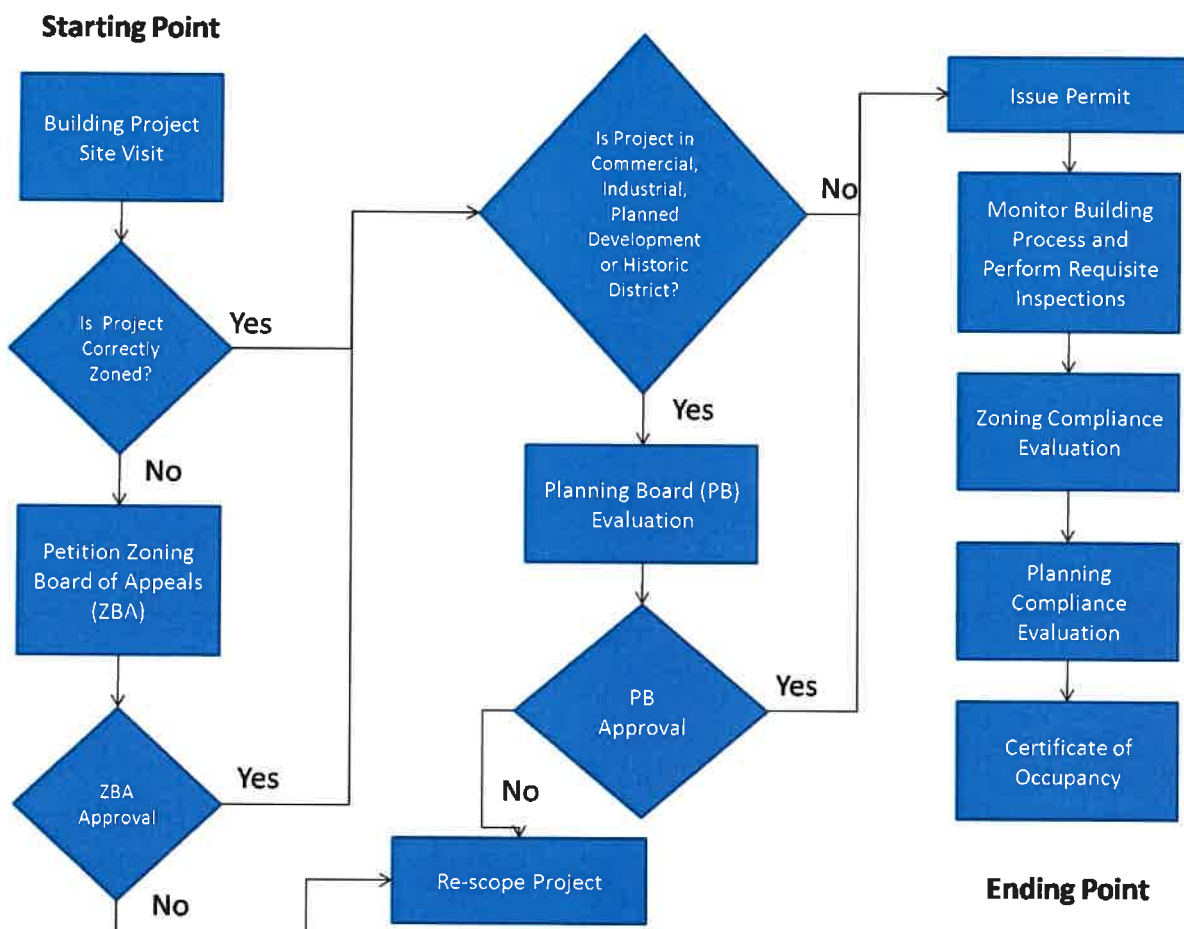
Can The Home Owner Perform The Construction Work?

The home owner is authorized to physically perform all work for which they believe are qualified with the exception of plumbing installation. All plumbing work must be performed by a City of Rome licensed plumber with the exception of replacement of domestic fixtures and hot water tanks. See Appendix C for a list of City of Rome licensed plumbers. All electrical work must be inspected by a certified inspection agency with certification submitted to the Codes Office. See Appendix D for a list of certified electrical inspection agencies.

Requirements for Permits

The City of Rome issues a variety of different construction permits depending on the type of construction activity that is anticipated. The requirements for each type of permit will vary but all follow the same process as depicted below. The type of permits that the Office issues include residential building permits, commercial building permits, sign permits, demolition permits and plumbing permits. The first step is to arrange for a site visit to the construction location and complete a permit application. All proposed building projects will first require a site visit. The purpose of the site visit is to recognize any issues that could affect the building permit or construction process. Building permits will not be issued without a site visit. An application will be required to be completed and submitted and accompanied by the submittal requirements detailed in the following sections. In all cases, an evaluation of conformance to zoning requirements is evaluated. For development in commercial or historic zone districts, planning department evaluation will also be required.

Development Project Process



Residential Building Permits

Residential building permits are issued to construction projects that involve single family dwellings, two family dwelling or townhouses. Construction of these projects is regulated by the current Residential Code adopted. All construction documents and methods must comply with the aforementioned standards. Zoning issues which involve set back from lot lines, lot coverage or parking areas are governed by the Rome Zoning Ordinance. All site and structure location parameters must comply with the City of Rome development standards.

Application for residential building permits shall include the following submittal items. See Appendix A for the building permit application. Stamped drawings are not required for residential construction projects less than 1500 square feet, however, all submittals must demonstrate compliance with current Residential Code adopted.

Required Residential Building Permit Application Submittals

Scaled Drawings conforming to current Residential Code adopted with design professional stamp including:

- Site plan – dimensioned property description indicating position of proposed construction and existing structures, if applicable
- Footing and Foundation plan (scale ¼ inch = 1 foot)
- Floor Plan (scale ¼ inch = 1 foot)
- Building Elevations ((scale ¼ inch = 1 foot)
- Header schedule
- Framing Plan with room square footage provided and floor loads designated
- Truss and structural member specifications
- Plumbing, Electrical and Mechanical Plan
- Engineered Septic plan (if required)
- Sprinkler plan prepared by hydraulic engineer (if required)
- Window and Door schedule
- Manufacturer's Installation Procedures for mechanicals and solid fuel appliances.
- Energy Compliance Calculations utilizing DOE RESCHECK or use of prescription energy compliance method. See <http://www.energycodes.gov/rescheck/> to download software.

All residential construction projects in the City of Rome must conform to the following site specific requirements for the current Residential Code adopted. Soil bearing capacity must be verified by the design professional at time of application.

Table R301.2(1)

Current Residential Code
adopted

Ground Snow Load	Wind Speed (MPH)	Seismic Design Category	Subject to Damage From				Winter Design Temperature	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index
			Weathering	Frost Depth Line	Termite	Decay				
70	90	B	Severe	48"	Slight to Moderate	None to Slight	-5	Yes	Various Dates	1545

Upon submittal of the preceding items, the Code Enforcement Office will review for compliance with zoning, planning and building codes. The review period can be from one to three weeks depending on the volume of activity. The building permit applicant will be notified within this period if any deficiencies exist that must be corrected or to schedule issuance of the building permit.

Issuance of Building Permit

Upon successful review of the building permit application and submittals, appointments will be made to issue a building permit. At the time of issuance the party performing the construction must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker’s Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>
- Completed Affidavit of Exemption to Show Worker’s Compensation Insurance (**1, 2, 3 or 4 family owner occupied residence and is not paying more than 40 hours labor**) See Appendix E for form BP-1.

Each building permit has a fee associated with the project. The fee is dependent on the size and type of project. See Appendix B for the complete fee schedule for City of Rome. The fee must be paid at the time of issuance of the building permit. Issuance of the building permits gives consent to the City of Rome Code Department to enter the property in order to perform the required building inspections.

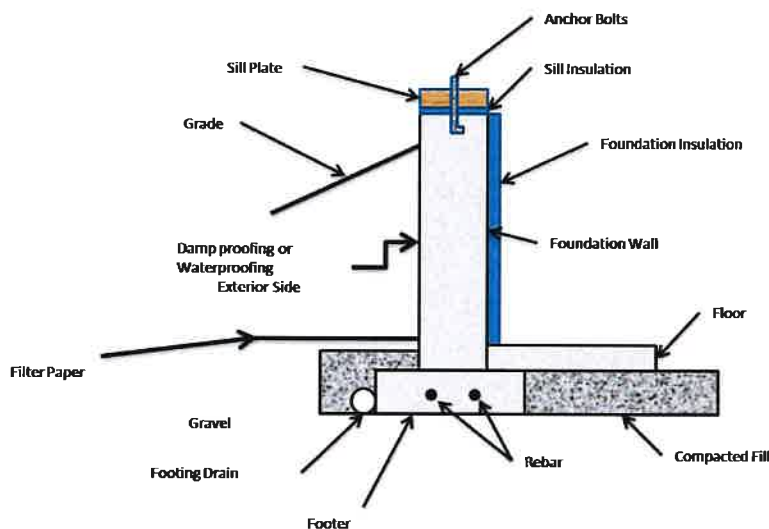
Execution of Residential Construction Project

This phase of the construction project is the most vital element of the project and presents the most financial and schedule risk if not appropriately conducted. During this phase the contractor or home

owner will be building the project as presented during the application process. The Codes Department will be performing a series of inspections depending on the scope of the project. The comprehensive list of inspections is provided below, all of which may or may not be applicable to your project. You must call the codes department for an inspection for prior to continuing to the next phase of the project. Failure to call for an inspection can result in a Stop Work Order and may result in partial demolition prior to commencing again. The owner / contractor are prohibited from making alterations to the plans without authorization from the building inspectors. A stop work order will be issued for all unauthorized work.

Residential Inspection Schedule

All applicable inspections listed below are mandatory and must be completed by the Code of Rome Inspection prior to use or occupancy. Please call 48 hours prior to required inspection.



FOOTINGS / POSTS: Are to be placed on undisturbed soil, a minimum of 48” below finished grade, formed on both sides of the concrete with 2 by X lumber, sized in accordance with the current Building Code adopted. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specs, each bar to be aligned under edges of foundation. Rebar is to be located one-third up in the forms and is to be supported on chairs or wire-tied to the forms. Overlaps are to be a minimum of 24” and tied on both ends.

CALL FOR INSPECTION BEFORE ORDERING CONCRETE OR FILLING POST HOLES

FOUNDATION / PERIMETER DRAINS: Foundation walls including pressure treated sill plate, anchor bolts (1/2” in diameter, 3” embedment, 6’ on center and 12 inches from the end of any section of sill plate), waterproofing/damp proofing, drainage tile and stone and exterior insulation.

CALL FOR INSPECTION BEFORE BACKFILLING

CONCRETE / UNDER SLAB: reinforcing rod/ wire mesh and 6 mil vapor barrier. Expansion

joints properly positioned. Sub base properly prepared.

CALL FOR INSPECTION BEFORE ORDERING CONCRETE

FRAMING: Vertical and horizontal members, trusses and engineered beams, headers, jack posts, columns, sub-flooring and wall and roof sheathing, window rough openings, attic access, interior members after electrical and plumbing rough-ins.

CALL BEFORE INSULATING OR ENCLOSING.

CHIMNEYS & FIREPLACES: To be inspected **BEFORE ENCLOSING**. Must be approved before insulation or gypsum is applied. All heating devices are to comply with Manufacturer's specifications

CALL BEFORE INSULATING OR ENCLOSING.

ROUGH IN ELECTRICAL: Rough-in electrical inspection is required. Evidence of electrical rough-in must be provided by certified electrical inspection agency. See Appendix D for a complete list of third party electrical inspection agencies.

CALL PRIOR TO INSULATING OR ENCLOSING

ROUGH IN PLUMBING: Rough-in plumbing inspection is required. Vent/drain stack test required and supply pressure test required.

CALL PRIOR TO INSULATING OR ENCLOSING

INSULATION: Insulation and integrity of thermal envelop to be inspected. Insulation rating must be visible. All air infiltration points to be sealed.

CALL PRIOR TO ENCLOSING

FIRE SEPARATION: Fire separations for attached garages are to be as follows: 5/8" type X gypsum wallboard on **garage side** of the partition between the garage and the house and 5/8" or 1/2" type X gypsum on the **house side**. Complete coverage to underside of roof deck or entire garage ceiling coverage is required. Fasteners are to be 12 inches on center along framing members and countersunk 1/32". Where a room exists above the garage all load bearing garage walls are to be covered with 5/8" type X gypsum wallboard and the fasteners on the ceiling are to be 6 inches on center. Entrance doors from garage to be self closing and rated.

CALL PRIOR TO APPLYING JOINT COMPOUND AND CONCEALING FASTENERS

BUILDING SYSTEMS: All Heating, Ventilation and Air Conditioning (HVAC), central vacuum, passive heating systems, garage door openers, etc. must be inspected when installation is complete. Proper insulation and controls in place per manufacturer's instructions.

IMMEDIATELY FOLLOWING INSTALLATION OF SYSTEMS

FINAL BUILDING INSPECTION:

FINAL ELECTRICAL & PLUMBING INSPECTIONS: Should be scheduled prior to final building inspection. Third party electrical inspection agency certification must be provided.

Smoke Detector / Carbon Monoxide Detectors operational

Interior and Exterior coverings in place

Windows, doors operational. Railing / staircases / landings in place

All Systems Operational

911 House Number in Place

Manufactured Home Permits

A manufactured home is a structure transportable in one or more sections that, in the traveling mode, is 8 feet (2438 mm) or more in width or 40 feet (12192 mm) or more in length or, when erected on site, is 320 square feet (29.7m²) minimum, and that was built on or after June 15, 1976, on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems contained therein. The term "manufactured home" shall not include any self-propelled recreational vehicle.

A label certifying compliance with the Standard for Mobile Homes, NFPA 501, ANSI 119.1, in effect at the time of manufacture is deemed acceptable. A mobile home shall be considered a manufactured home.

It shall be unlawful for any person to occupy a mobile home within the city limits except in a mobile home park. Persons occupying mobile homes outside a mobile home park prior to January 15, 1964, may continue to do so for the remainder of the life of the mobile home, provided that:

- There is no change in the title to ownership.
- There is no rental of the mobile home to new occupants.
- The mobile home is not relocated to another site other than a mobile home park.

Required Manufactured Home Permit Application Submittals

Before a mobile home shall be set in a mobile home space within a mobile home park, the park operator shall first obtain a permit from the building inspector. The park operator shall furnish the building inspector with the following information:

- Name and NYS ID # of certified installer responsible for the manufactured home installation
- The serial number of the mobile home
- The size and model of the mobile home
- The number of bedroom units
- The location in the park by space numbers
- The name of mobile home owner and occupants
- Copy of manufacturer's installation instructions. In lieu of the manufacture's instructions, NCSBCS/ANSI A225.1-1994 "American National Standard – Manufactured Home Installations" will serve as the installation instructions.

Certificate of Occupancy

A manufactured home cannot be occupied until a certificate of occupancy is issued by the City of Rome Building Inspector. Prior to calling for a final inspection, a third party electrical inspection must be performed. Final inspection will ensure the installation is per the manufacturer's instructions, foundation systems is in accordance with a 48" frost depth and ground anchors, six mil vapor barrier, ties and perimeter skirting is properly installed. The manufacturer's warranty seal and installer's warranty seal must be installed in the master bedroom closet.

Commercial Building Permits

Building permits are issued for all commercial construction projects. The construction of such projects is regulated by the current adopted codes. All construction documents and methods must comply with the aforementioned standards. Zoning issues which involve use of land, set back from lot lines, lot coverage, buffering, signage or parking areas are governed by the Rome Zoning Ordinance. All site and structure location parameters must comply with the City of Rome development standards. All commercial development projects are subject to planning board review. **It is very important to contact the City of Rome Planning Department very early in your development project to avoid unnecessary delays to starting your project. All projects located at the Griffiss Technology Park must adhere to the design requirements in Appendix A of Chapter 80 of the Rome Code of Ordinances.**

Application for commercial building permits shall include the following submittal items. See Appendix A for the building permit application. **Stamped drawings are required for all commercial construction projects in accordance with above standards.**

Required Commercial Building Permit Application Submittals:

Five Sets of scaled drawings that conform to current adopted codes with design professional stamp and one electronic format in .dwg format including:

- Plans shall be no larger than 36" wide by 24" high
- Site plan – dimensioned property description indicating topography, drainage, position of proposed construction and existing structures, if applicable.
- Completed Code Compliance Matrix illustrated on following page
- List of Special Tests and Inspections required by the owner and prepared by the design professional
- Structural plan including
 - Soil boring information
 - Foundation plan
 - Framing Plan
 - Truss and structural member specifications with load ratings
- Architectural Plan
- Fire protection plan and sprinkler flow calculations prepared by hydraulic engineer (if required)
- Plumbing Plan
- HVAC / Mechanical Plan
- Electrical and Lighting Plan
- Window and Door schedule with ratings indicated
- Material and Finish Schedule
- Manufacturer's Installation Procedures for mechanicals and solid fuel appliances.
- Energy Compliance Calculations utilizing DOE COMCHECK or use of prescription energy compliance method. See <http://www.energycodes.gov/comcheck> .

Commercial Building Code Compliance Matrix

Item	Section	REQ'D/ Allowed	Proposed	Item	Section	REQ'd/ Allowed	Proposed
Classification and Design				Structural Requirements			
Occupancy Group	Chapter 3	-	-	BLDG Class/Seismic Use GRP	Table 1604.5	-	-
Incidental Use Areas	Section 302.1.1	-	-	Maximum Floor Live Load	Table 1607.1	-	-
Accessory Use Areas	Section 302.2	-	-	Roof Live Load	Section 1607.1	-	-
Special Use and Occupancy	Chapter 4	-	-	Ground Snow Load	Figure 1608.2	-	-
Building Area	Chapter 5	-	-	Roof Snow Load	Section 1608.3 & 4	-	-
Sprinkler Increase	Section 506	-	-	Snow Load IMP Factor	Table 1604.5	-	-
Frontage Increase	Section 506	-	-	Snow Exposure Factor	Table 1608.3.1	-	-
Building Height	Chapter 5	-	-	Thermal Factor	Table 1608.3.2	-	-
Sprinkler Increase	Section 504	-	-	Basic Wind Speed	Figure 1609	-	-
Construction Type	Chapter 6	-	-	Equivalent Wind Speed	Table 1609.3.1	-	-
Fire Safety Features				Max Wind Speed	Table 1609.6.2.1	-	-
Fire Walls	Section 705	-	-	Internal Pressure Coefficient		-	-
Fire Barriers	Section 706	-	-	Max Comp Roof & Clad Pressure	Table 1609.6.2.1 (2)	-	-
Fire Partitions	Section 708/1004.3.2.1	-	-	Max Comp Wall & Clad Pressure	Table 1609.6.2.1 (2)	-	-
Smoke Barriers	Section 709	-	-	Flood Load	Section 1612	-	-
Automatic Sprinkler System	Section 903	-	-	Site Class	Table 1615.1.1	-	-
Standpipe System	Section 905	-	-	Seismic Design Category		-	-
Fire Extinguishers	FC Section 906	-	-	Earth Quake Design Data		-	-
Fire and Smoke Detection	Section 907	-	-	Seismic Importance Factor I_e	Table 1604.5	-	-
Fire Alarm System	Section 907	-	-	Seismic Use Group	Section 1616.2	-	-
Means of Egress				Site Classification	Table 1615.1.1	-	-
Total Occupant Load	Table 1004.1.2	-	-	Seismic Design Category	Table 1616.3	-	-
Min TTL Egress Width-Stair	Table 1005.1	-	-			-	-
Min TTL Egress Width-Other	Section 1005.1	-	-	S_s	FIGURE 1615 (1)	-	-
Accessible Means of Egress	Section 1007	-	-	S_1	FIGURE 1615 (2)	-	-
Min Egress Door Width	Section 1008.1	-	-	S_{DS}	Equation 16-40	-	-
Min Egress Stair Width	Section 1009.1	-	-	S_{D1}	Equation 16-41	-	-
Min Egress Ramp Width	Section 1010.5	-	-	Seismic Force Resisting System	Table 1617.6.2	-	-

Item	Section	REQ'D/ Allowed	Proposed	Item	Section	REQ'D/ Allowed	Proposed
Max Exit Access Travel	Table 1015.1	-	-	Base Sheer	Section 1617	-	-
Max Common Path of Travel	Section 1013.3	-	-	C ₅	Section 1616.3	-	-
Min Egress Corridor Width	Section 1016.2	-	-	Response Modification Factors, R	Section 1617	-	-
Max Dead-End Corridor	Section 1016.3	-	-	Analysis Procedure Used	Section 1617	-	-
Min Number of Exits	Section 1018.1	-	-	Fire Resistance Ratings			
				Structural Frame	Table 601	-	-
				Interior Bearing Walls	Table 601	-	-
				Exterior Bearing Walls	Table 601	-	-
				Interior Non Bearing Walls	Table 602	-	-
				Exterior Non Bearing Walls	Table 602	-	-
				Floor Construction	Table 601	-	-
				Roof Construction	Table 601	-	-
				Fire Walls	Table 705.4	-	-
				Vertical Exit Enclosure	Section 1005.3.2	-	-
				Exit Passageway	Section 1005.3.3.2	-	-
				Incidental Use Areas	Table 302.1.1	-	-
				Occupancy Separation	Table 302.3.3	-	-
				Corridors	Section 1004.3.2.1	-	-
				Dwelling Separations	Section 708.3	-	-
				Accessibility		-	-
				Vertical Access	Section 1104.4	-	-
				Entrance	Section 1105	-	-
				Parking	Table 1106.1	-	-
				Loading Zone	Section 1106.6	-	-
				Dwelling Units	Table 1107.6.1.1	-	-
				Special Occupancies	Section 1108	-	-
NA – Not applicable		NC – Non Combustible		C- Combustible		NR – Not Required	

Upon submittal of the preceding items, the Code Enforcement Office will review for compliance with zoning, planning and building codes. The review period can be from two to four weeks. Some projects may require to zoning board action. If, so application should be made to the Zoning Board early in the project. The building permit applicant will be notified within this period if any deficiencies exist that must be corrected or to schedule issuance of the building permit.

Issuance of Building Permit

Upon successful review of the building permit application and submittals, appointments will be made to issue a building permit. At the time of issuance the contractor performing the construction must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome Building Inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information.

Each building permit has a fee associated with project. The fee is dependent on the size and type of project. See Appendix D for the complete fee schedule for City of Rome. The fee must be paid at the time of issuance of the building permit. Issuance of the building permits gives consent to the City of Rome Code Department to enter the property in order to perform the required building inspections.

Execution of Commercial Construction Project

This phase of the construction project is the most vital element of the project and presents the most financial and schedule risk if not appropriately conducted. During this phase the contractor will be building the project as presented during the application process. The Codes Department will be performing a series of inspections depending on the scope of the project. The comprehensive list of inspections is provide below, all of which may not be applicable to your project. You must call the codes department for an inspection for prior to continuing to the next phase of the project. Failure to call for an inspection can result in a Stop Work Order and may result in partial demolition prior to commencing again.

Requirements for special tests and inspections are the responsibility of the property/building owner. While the general contractor will call for these inspections, the building owner is responsible for delivering the inspection test reports to the City of Rome Codes office in a timely manner to avoid construction delays. Proceeding without certified tests results can result in considerable delay and re-work expense.

Commercial Inspection Procedures

All applicable inspection procedures specified below must be adhered to. It is the responsibility of the building permit holder to ensure all inspections are called for. Failure to call for an inspection **48 hours** prior to the required inspection, could lead to material removal at the building permit holder's expense and schedule delay.

FOOTING INSPECTION: performed after footing is dug with chairs and rods in place and before concrete is poured.

FOUNDATION INSPECTION: is to be performed before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and roof drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. Post-pour footing inspection work shall be conducted at this time and shall include verification of the depth of the footing, continuity of the footing, width of the footing, and determining if the top of the footing is level. This inspection will also include the underground plumbing, underground electrical and underground mechanical inspections. All underground plumbing, mechanical and electrical trenching must remain open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing. Note: the foundation may not be approved until the plumbing, electrical and mechanical underground work has been approved by the Department.

UNDER-SLAB INSPECTION: is to be performed prior to the pouring of concrete and after the base course or sub-base is properly prepared, the vapor barrier (if required) is in place and reinforcing materials such as rebar or wire mesh is properly positioned.

ELECTRICAL ROUGH-IN INSPECTION: is to be performed after the roof, framing, fire-blocking and bracing are in place and all wiring and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling membranes.

PLUMBING ROUGH-IN INSPECTION: is to be performed after the roof, framing, fire-blocking, fire stopping, draft-stopping and bracing are in place and all sanitary, storm and water distribution piping is roughed-in. This inspection is required before the installation of wall or ceiling membranes.

MECHANICAL ROUGH-IN INSPECTION: is to be performed after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling membranes.

FRAMING INSPECTION: is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. This inspection must be performed prior to the installation of any insulation material. Note: the framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the Department. It may also be possible to perform a framing inspection at the time of the last rough-in inspection if the final rough-in work is accepted by the Department.

INSULATION INSPECTION: is to be performed after the framing work is approved by the Department and all insulation materials have been installed. This inspection is required before the installation of wall or ceiling membranes. The permit holder is required to call 5 business days in advance of the desired inspection date. suppression systems are installed and functioning. The Department has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems..

FINAL ELECTRICAL INSPECTION: is to be performed after the electrical work in the building is complete.

FINAL MECHANICAL INSPECTION: is to be performed after the mechanical work in the building is complete.

FINAL PLUMBING INSPECTION: is to be performed after the building is complete, all plumbing fixtures are in place and properly connected and the structure is ready for occupancy. This inspection should occur at the time of the Final Building Inspection.

FINAL BUILDING INSPECTION: is to be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:

General Building:

- Interior and exterior finish
- Egress
- Final grading
- Site plan compliance
- Roofing materials/flashing
- Emergency lighting system
- Roofing materials flashing

Electrical work

Plumbing work

Accessibility (including site)

Fire protection systems (including required fire-rated construction components)

Mechanical work

Energy conservation

Please note that accessibility provisions and verification of compliance with the International Energy Conservation Code shall be inspected as part of other identified inspections.

Demolition Permits

Any work involving the demolition of a structure will require a demolition permit in the City of Rome. Every demolition project of pre-existing structures puts the workers and community at risk of exposure to asbestos, a known carcinogen. The Asbestos Control Bureau oversees the abatement of toxic hazards associated with asbestos fiber during the rehabilitation, reconstruction or demolition of buildings and other structures originally constructed with asbestos or asbestos containing materials. The Bureau enforces the New York State Labor Law and Industrial Code Rule 56 (Asbestos). Requirements of this code include the licensing of contractors, certification of all persons working on asbestos projects, filing of notifications of large asbestos projects and pre-demolition survey of buildings to identify any asbestos, which may be present, to ensure proper abatement of asbestos materials. The Bureau works closely with the Environmental Protection Agency (EPA).

In order to be issued a demolition permit the following items must be presented to the City of Rome Code Enforcement Office at the time of permit application.

- Completed Permit Application – See Appendix A
- New York State Asbestos Contractor License
- Certification of all persons working on asbestos projects
- Pre-asbestos abatement survey for building deemed safe for occupancy
- Proof of Worker’s Compensation Insurance
- Statement describing the method in which security of the demolition sight will be installed and maintained.
- Completed and signed “Understanding of Utility Disconnect “ form from Department of Public Works - See Appendix F

Following demolition, a call must be made to the Code Enforcement Office for a final inspection. Removal of all or part of a building has an impact on the assessed value of the property. A certificate of compliance is issued to the property owner following successful completion with a copy forwarded to the City of Rome Assessor’s office.

Plumbing Permits

All plumbing installations shall be made in conformity with the requirements of the current codes adopted and any subsequent amendments or superseding provisions thereto, all of which are specifically adopted and incorporated herein by reference, except where the sections of this article or any other local law, ordinance or building code of the city shall differently prescribe, in which event compliance with the provisions imposing the greater restrictions shall be recognized as proper compliance with this article.

No plumbing installation shall be performed within or on any building, structure or premises, publicly or privately owned, nor shall any alteration or addition be made to any such existing equipment without a permit having first been secured from the office. A separate permit shall be required for each separate building or installation in which plumbing work is to be done.

Application for a plumbing permit shall be made to the code enforcement office on forms provided for that purpose, by the holder of the master's license who is to supervise the work and installation for which the permit is sought. No permit will be issued to a non-licensed individual.

A master plumber licensed in the city may apply for a permit for a master plumber (subcontractor) licensed in another municipality, only when the following requirements are satisfied prior to the issuance of a plumbing permit:

- The subcontractor master plumber must submit to the code enforcement office a signed affidavit from the municipality in which a license was issued stating that the license is active and in good standing as of the date of the application, as well as a copy of the active license from the municipality in which he/she resides and obtaining the requisite insurance coverage pursuant to section 14-302; and
- A master plumber may not obtain a plumbing license for subcontractors that do not have a plumbing license issued under the provisions of this section. The plumber licensed by the city is required to attend all site inspections with the city's plumbing inspector at the inspectors' request.
- A permit shall not be issued to an individual who does not have a valid plumbing license in the city.
- Any such permit shall be issued for only one construction or repair project within the city, and shall expire upon the completion of said project.
- Only one permit per five calendar years shall be issued pursuant to this subdivision for a qualified master plumber licensed in another municipality.

Required Plumbing Permit Application Submittals

- Each application for a plumbing permit shall be accompanied by two copies of plans and specifications which shall include the following information:
 - The nature and character of the work to be performed and the materials to be incorporated;
 - A plot plan, drawn to scale, showing the location and size of all proposed and existing construction and all plumbing systems to be installed, the distance of the construction and systems from lot lines and with widths and grades of adjoining streets, walks and alleys;
 - Sufficient detail to indicate the complete plumbing system for each project. Such items as size, kind and weight of pipes and kind of traps, closets and fixtures to be used must be clearly stated;

- The signature of the person responsible for the design and drawings. Where required by state or federal law, rule or regulation, the plans and specifications shall bear the seal and signature of a licensed architect or a licensed professional engineer; and
- The correct address, the type of occupancy or occupancies and the name of the owner of the premises.
- *Amendments.* Amendments, if any, to the application or the plans and specifications accompanying the application shall be filed with the plumbing inspector prior to the commencement of the change of work.

Issuance of Plumbing Permit

Upon successful review of the plumbing permit application and submittals, appointments will be made to issue a plumbing permit. At the time of issuance the contractor performing the plumbing installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome Plumbing Inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information.

Each plumbing permit has a fee associated with project. The fee is dependent on the size and type of project. See Appendix C for the complete fee schedule for City of Rome. The fee must be paid at the time of issuance of the plumbing permit. Issuance of the plumbing permits gives consent to the City of Rome Codes Department to enter the property in order to perform the required plumbing inspections.

Execution of Plumbing Project

This phase of the plumbing project is the most vital element of the project and presents the most financial and schedule risk if not appropriately conducted. During this phase the contractor will be building the project as presented during the application process. The Plumbing Inspector will be performing a series of inspections depending on the scope of the project. The comprehensive list of inspections is provide below, all of which may or may not be applicable to your project. You must call the codes department for an inspection prior to continuing to the next phase of the project. Failure to call for an inspection can result in a Stop Work Order and may result in partial demolition prior to commencing again.

Plumbing Inspection Requirements

All applicable inspection procedures specified below must be adhered to. It is the responsibility of the plumbing permit holder to ensure all inspections are called for. Failure to call for an inspection **48 hours** prior to the required inspection, could lead to material removal at the building permit holder's expense and schedule delay. For a complete list of inspections, please refer to 2007 Plumbing Code of New York State

- Underground inspection and testing shall be made after trenches are excavated and bedded, piping installed and before backfill is in place
- Rough-in inspection shall be made for completed portion of all sanitary, storm and water supply, after framing and bracing for that portion is in place and prior to installation of wall or ceiling membranes. Inspections include:
 - Drainage and vent test with air or water to demonstrate capacity to 5 psi or a 10 foot head of water
 - Water supply system test demonstrating capacity to hold water at working pressure or 50 psi of air
 - Gravity sewer test
 - Forced sewer test
 - Storm sewer test
 - Inspection of back flow prevention assemblies
- Final Inspection shall be made after the building is complete, all plumbing fixtures are in place and connected and when structure is ready for occupancy

Fire Sprinkler System Permit

A permit is required for installation of new systems and for any modification of existing systems. A separate permit shall be obtained for each extinguishing system. The Applicant shall be responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the current code adopted and applicable Standards. Fire sprinkler permit fees are \$25 for each system.

Required Sprinkler System Permit Submittals

The following items are required for review prior to issuance of the sprinkler system permit:

- Completed permit application form
- Two (2) sets of hydraulic calculations, stamped by a licensed design professional
- Two (2) sets of plans detailing system description, physical layout, head locations, fire department connection and hanger locations
- Site plan detailing underground supply

- Equipment Cut sheets

Issuance of Sprinkler Permit

Upon successful review of the permit application and submittals, appointments will be made to issue a sprinkler permit. At the time of issuance the contractor performing the sprinkler installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information.

Each sprinkler permit has a \$25 fee associated with project. The fee must be paid at the time of issuance of the sprinkler permit. Issuance of the sprinkler permits gives consent to the City of Rome Code Enforcement Department to enter the property in order to perform the required inspections.

Sprinkler Completion

A certificate of compliance will be issued upon delivery of the sprinkler certification report detailing the test results and system identification of the system installed. A certificate of occupancy for the building will not be issued prior to the sprinkler system compliance.

Private Water Permits

All replacement of or installation of private water supplies (wells) require a permit from the City of Rome prior to beginning work. The NYS Water Well Driller Registration Law, as amended by the NYS Legislature in July 1999, requires any business conducting "*water well drilling activities*" to register **annually** with NYSDEC before doing business **anywhere** within the State of New York. (See <http://www.dec.ny.gov/lands/5345.html/>). NYS law requires, as of January 1, 2003, on-site supervision of "*water well drilling activities*" by an exam certified individual. NYS law requires that the Department of Environmental Conservation be notified **prior** to commencement of drilling a water well within the State of New York. NYS law requires a well completion report be filed with the Department of Environmental Conservation upon completion of a well. A copy of this report must also to be provided to the owner of the well.

Requirements for water well standards are determined by the NYS Department of Health. Appendix 5-B, Standards for Water Wells, contains specifications for location, construction, well yield, pumps, separation standards, abandonment and more. Water wells must be constructed and drilled in accordance with NYS Department of Health rules and regulations. See <http://www.health.state.ny.us/environmental/water/drinking/part5/appendix5b.htm/> for specific regulations regarding well construction and installation.

Required Well Permit Submittal Requirements

Each application for a well permit shall be accompanied by a plan and specifications which shall include the following information:

- A site plan indicating the location of the well and proposed septic system
- Description of proposed well system to be installed.
- Copy of NYSDEC Well Drillers registration certification

Issuance of Well Permit

Upon successful review of the plumbing permit application and submittals, appointments will be made to issue a plumbing permit. At the time of issuance the registered well drilling contractor performing the plumbing installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome Plumbing Inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information. Each well permit has a fee associated with project. The fee for a well permit is \$25 and must be paid at the time of issuance of the well permit. Issuance of the well permits gives consent to the City of Rome Codes Department to enter the property in order to perform the required well inspections.

Completion of the Well Permit

Upon completion of the well installation in accordance with NYS Department of Health standards, a certificate of compliance will be issued by the City of Rome Codes office pending acceptance of the following items:

- Water purity test
- Copy of well Completion Report

Under no circumstances will a dwelling unit requiring potable water receive a certificate of occupancy without first being issued a certificate of compliance regarding the well installation.

Individual Wastewater Treatment Systems (Septic Systems)

Installation or repair of a private wastewater treatment system (septic system) requires a septic permit from the City of Rome. The fee for a septic permit is \$25. Additionally any alternative subsurface treatment systems used in collaboration with a septic tank or systems for commercial purposes will require approval from the Oneida County Department of Health prior to the City of Rome issuing a permit. A comparison of septic systems is below:

Traditional Subsurface Treatment System	Alternative Subsurface Treatment System
Absorption Field System	Raised Systems
Gravel less Absorption System	Mounds
Deep Absorption Trenches	Intermittent Sand Filters
Shallow Absorption Trenches	Evaporation-Transpiration and Evaporation – Transpiration Absorption Systems
Cut and Fill Systems	Holding Tanks
Absorption Bed Systems	Non-Waterborne Systems
Seepage Pits	Engineered Systems

For further information on the description of these systems, please reference New York State Department of Health “Individual Residential Wastewater Treatment Systems – Design Handbook”.

Required Septic Permit Application Submittals

Each application for a septic permit shall be accompanied by a plan and specifications which shall include the following information:

- Results of percolation tests
- Detailed plans of the septic system prepared and stamped by a design professional

Issuance of Septic Permit

Upon successful review of the septic permit application and submittals, appointments will be made to issue a septic permit. At the time of issuance the septic contractor performing the plumbing installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker’s Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome Inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information. Each septic permit has a fee associated with project. The fee for a septic permit is \$25 and must be paid at the time of issuance of the permit. Issuance of the permits gives consent to the City of Rome Codes Department to enter the property in order to perform the required well inspections.

Inspection of the Septic Project

Depending on the type of septic system which has been permitted, inspections are required to insure each element of the engineered design is in place as specified. Failure to call for an inspection will result in removal of progress to date to witness earth cover items. Backfill can only be performed once a final inspection has been performed.

Under no circumstances will a dwelling unit requiring septic system receive a certificate of occupancy without first being issued a certificate of compliance regarding the septic installation.

Sign Permits

The following regulations shall apply to all signs:

- All signs shall be constructed in accordance with the current code adopted, shall be maintained in good condition, shall be kept free of defects or hazards and shall not be allowed to become dilapidated or deteriorated.
- Signs shall not be erected within the public right-of-way, which for the purpose of this section shall be construed to extend to and include the sidewalks on both sides of every street having same.
- No sign shall obstruct any fire escape (or door leading thereto) or window, nor shall any sign be attached to a fire escape.
- All signs shall be plainly marked with the name and address of the applicant and/or proxy owner relative to said sign.
- For projects in the Griffiss Technology Park, see Appendix A of Chapter 80 of Rome Code of Ordinances for special requirements.
- Business signs shall be granted a permit upon compliance with the following provisions:

Sign area standards

The maximum total sign area of any business sign shall be based on a ratio of the linear footage of building frontage illustrated in schedule 80-26.5(a):

Sign Area Standards by Zoning District	
Zoning District	Sign Area (Sq. Ft./ Building Frontage Ratio)
Residential professional (R/P)	1/2:1
Neighborhood commercial (C-1)	1/2:1
Mixed commercial/residential (C-2)	1:1

General commercial (C-3)	3:1
Central commercial (C-4)	2:1
Hospitality (H-D)	2:1
Business and industrial park (E-1)	3:1
Light industrial (E-2)	4:1
Industrial (E-3)	4:1
Scrap and salvage (S-S)	2:1
Natural products and hazards (NPH)	2:1
Rural residential (R-R)	3:1
Airport approach (A-A)	3:1

Placement standards

Wall signs

No attached wall sign shall extend beyond the roofline or the end of the wall to which it is attached or project away from the building wall more than twelve (12) inches.

Projecting or hanging signs.

No projecting sign shall project more than six (6) feet from the main wall of a building upon which it is mounted. Any projecting or overhanging sign shall provide not less than ten (10) feet of clearance between the bottom of the sign and the existing ground level (these limitations shall not apply to permanently constructed building canopies, arcades, theater marquees or pedestrian shelters).

Freestanding signs

One (1) freestanding sign is permitted for each developed parcel or premises having frontage on a public right-of-way, not to exceed the permitted sign area ratio in the district where the parcel is located and the following standards:

- Freestanding signs shall not be located within five (5) feet of any lot line.
- Freestanding signs shall not extend more than twenty (20) feet above ground level, except in the case of shopping centers, which may extend thirty (30) feet above ground level.
- When located within twenty (20) feet of any lot line, freestanding signs shall either provide a clear space of not less than ten (10) feet between the bottom of such sign and the curb level or extend no more than four (4) feet above ground level.

Illuminating signs.

Any illumination of signs shall meet the following standards:

No sign shall flash or include artificial light that is not maintained stationary and constant in intensity and color at all times.

- Illuminating signs shall be so arranged so as to prevent direction thereof upon a public street or adjacent premises that may constitute a traffic hazard or public nuisance.
- Lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign and does not shine directly into public right-of-way or residential premises.
- Signs shall not be illuminated between the hours of 11:00 p.m. and 6:00 a.m. unless the premises on which it is located is open for business

Issuance of Sign Permit

Upon successful review of the sign permit application and approval from the planning department, appointments will be made to issue a building permit. At the time of issuance the contractor performing the installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

City of Rome Building Inspectors are required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information.

Each sign permit has a fee associated with project. The fee is dependent on the size and type of sign. See Appendix C for the complete fee schedule for City of Rome. The fee must be paid at the time of issuance of the sign permit. Issuance of the building permits gives consent to the City of Rome Department to enter the property in order to perform the required building inspections.

Pool Permits

All pools with a depth of greater than twenty four (24) inches require a pool permit from the City of Rome. This includes in-ground pools, above ground pools and soft-side pools commonly known as inflatable pools. In addition to the current code adopted requirements, zoning plays a role in the issuance of a pool permit. Before purchasing a pool or contracting to have one installed, a pool permit application is an essential first step.

Pool Zoning Requirements

The following zoning requirements must be considered prior to applying for a pool permit. Failure to consider these requirements and plan accordingly can result in an additional two month delay in the project.

In Ground Pools

- All in ground pools must be located in the side or rear yard
- All in ground pools must be located a minimum of five (5) from the side or rear lot line

All Above Ground Pools Including Soft-side Pools

- All above ground pools must be located in the side or rear yard
- All in ground pools must be located a minimum of ten (10) from the side or rear lot line

Construction Requirements

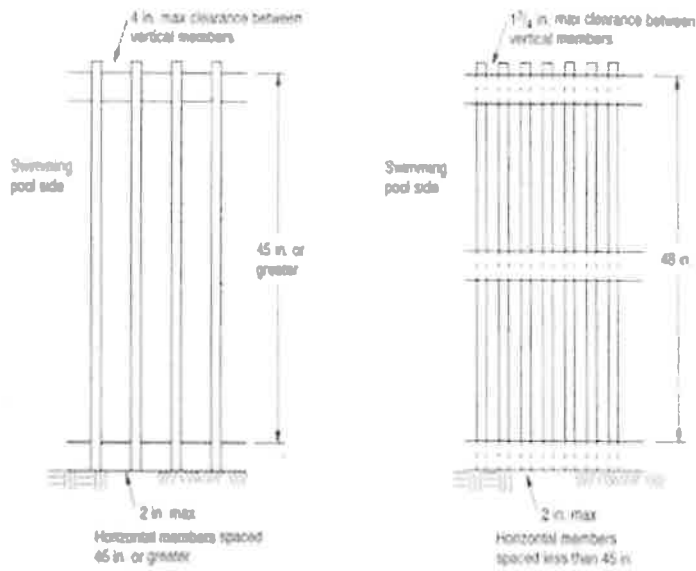
Installation of pools must meet the following construction requirements for barriers, temporary enclosures, pool alarms and gates.

Barriers, Fencing and Alarms

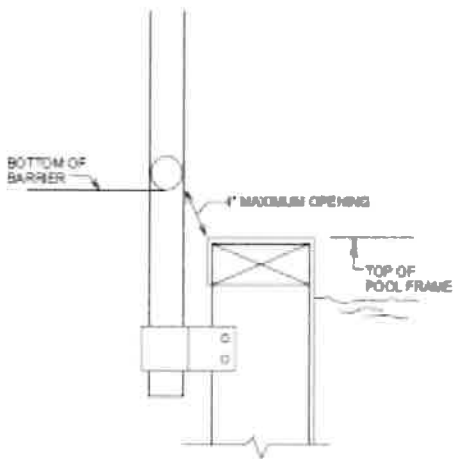
The principal purpose of the Uniform Code's barrier requirements is to make swimming pools inaccessible to children. The specific requirements discussed below are intended to prevent a child from crawling under the barrier, fitting through the barrier, or climbing over the barrier. The requirements for access gates are intended to prevent a child from opening an access gate.

Barriers provided for outdoor residential swimming pools must satisfy the following requirements:

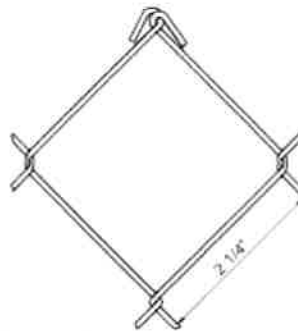
1. The barrier must completely surround the swimming pool and must obstruct access to the swimming pool.
2. The barrier must be at least 4 feet (48 inches) high. The space between the bottom of the barrier and the ground cannot exceed 2 inches.
3. In the case of an above-ground pool, the barrier may be at ground level or mounted on top of the pool structure; however, if the barrier is mounted on top of the pool structure, the space between the top of the pool structure and the bottom of the barrier cannot exceed 4 inches.
4. A building wall can form part of the required barrier. However, where a wall of a dwelling serves as part of the barrier, at least one of the following requirements must be satisfied:
 - the pool must be equipped with a powered safety cover
 - all doors with direct access to the pool through that wall must be equipped with an alarm
 - other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body
5. In the case of an above-ground pool, the pool structure itself can serve as a part of the required barrier, provided that the pool structure is sufficiently rigid to obstruct access to the pool. However, where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:
 - the ladder or steps shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier
 - when the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.
 - Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.
6. A barrier that does not have openings, such as a masonry or stone wall, cannot contain indentations or protrusions (except for normal construction tolerances and tooled masonry joints)
7. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is **less than 45 inches**:
 - the horizontal members must be located on the swimming pool side of the fence;
 - the spacing between vertical members cannot exceed 1.75 inches; and
 - spacing within any decorative cutouts in vertical members cannot exceed 1.75 inches. See Figure below.
 - Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more:
 - spacing between vertical members cannot exceed 4 inches; and
 - spacing within any decorative cutouts in vertical members cannot exceed 1.75 inches. See Figure below.



8. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is **45 inches or more**:
- spacing between vertical members cannot exceed 4 inches; and
 - spacing within any decorative cutouts in vertical members cannot exceed 1.75 inches. See Figure 3109.4.1.3 below.



For SI: 1 inch = 25.4 mm.



For SI: 1 inch = 25.4 mm.

9. If a chain link fence is used as the barrier, the mesh size cannot exceed 2.25-inch square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not more than 1.75 inches. See Figure 3109.4.1.6. *(The Figure on this page appears with the permission of the International Code Council. This Figure may not be reproduced without the express written consent of the International Code Council.)*
10. Where the barrier is composed of diagonal members, such as a lattice fence, the opening formed by the diagonal members cannot exceed 1.75 inches.
11. Access gates must satisfy the requirements stated above, and with the following additional requirements:
 - All gates must be self-closing.
 - In addition, if the gate is a pedestrian access gate, the gate must open outward, away from the pool.
 - All gates shall be self-latching, with the latch handle located within the enclosure (i.e, on the pool side of the enclosure) and at least 40 inches (1016 mm) above grade.
 - In addition, if the latch handle is located less than 54 inches (1372 mm) from the bottom of the gate, the latch handle shall be located at least 3 inches (76 mm) below the top of the gate, and neither the gate nor the barrier shall have any opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the latch handle.
 - All gates shall be securely locked with a key, combination or other child proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised.
12. A building wall can form part of the required barrier. However, where a wall of a dwelling serves as part of the barrier, at least one of the following requirements must be satisfied:
 - the pool must be equipped with a powered safety cover in compliance with reference standard ASTM F1346, entitled Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs; or
 - all doors with direct access to the pool through that wall must be equipped with an alarm which (1) produces an audible warning when the door and its screen, if present, are opened, (2) sounds continuously for a minimum of 30 seconds immediately after the door is opened, (3) is capable of being heard throughout the house during normal household activities, (4) automatically resets under all conditions, and (5) is equipped with a manual means, such as touchpad or switch, to deactivate the alarm temporarily for a single opening (such deactivation cannot last for more than 15 seconds, and the deactivation switch[es] must be located at least 54 inches above the threshold of the door); or
 - other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body and which afford a degree of protection not less than the protection afforded by the powered safety cover and door alarm described above, must be provided.
13. In the case of an above-ground pool, the pool structure itself can serve as a part of the required barrier, provided that the pool structure is sufficiently rigid to obstruct access to the pool. However, where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:

- the ladder or steps shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets the requirements of Items 1 through 9 above; and
 - when the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.
14. Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

Temporary Pool Enclosures

During the installation or construction of a swimming pool, the swimming pool must be enclosed by a temporary enclosure. The temporary enclosure may consist of a temporary fence, a permanent fence, the wall of a permanent structure, any other structure, or any combination of the foregoing. However:

- all portions of the temporary enclosure must be at least four (4) feet high, and
- all components of the temporary enclosure must be sufficient to prevent access to the swimming pool by any person not engaged in the installation or construction process and to provide for the safety of all such persons.

The temporary enclosure must remain in place throughout the period of installation or construction of the swimming pool, and thereafter until the installation or construction of a permanent enclosure has been completed. The temporary enclosure must be replaced by a permanent enclosure. The permanent enclosure must comply with all applicable "Barrier Requirements" described in this publication, and with any additional requirements that may be imposed by any other New York State codes or regulations applicable to swimming pool enclosures or by any local law applicable to swimming pool enclosures and in effect in the location where the swimming pool has been installed or constructed.

The permanent enclosure must be completed within ninety days after the date of issuance of the building permit for the installation or construction of the swimming pool, or the date of commencement of the installation or construction of the swimming pool, whichever is later. The local code enforcement official has authority to extend the 90 day period for completion of the permanent enclosure for good cause, such as a delay in construction caused by bad weather.

Pool Alarm Requirements

Every swimming pool that is installed, constructed or substantially modified after December 14, 2006 must be equipped with an approved pool alarm which:

- is capable of detecting a child entering the water and giving an audible alarm when it detects a child entering the water; • is audible poolside and at another location on the premises where the swimming pool is located; • is installed, used and maintained in accordance with the manufacturer's instructions;
- is classified to reference standard ASTM F2208, entitled Standard Specification for Pool Alarms (either the version adopted in 2002 and editorially corrected in June 2005, or the version adopted in 2007); and

- is not an alarm device which is located on person(s) or which is dependent on device(s) located on person(s) for its proper operation.

A pool alarm must be capable of detecting entry into the water at any point on the surface of the swimming pool. If necessary to provide detection capability at every point on the surface of the swimming pool, more than one pool alarm must be installed.

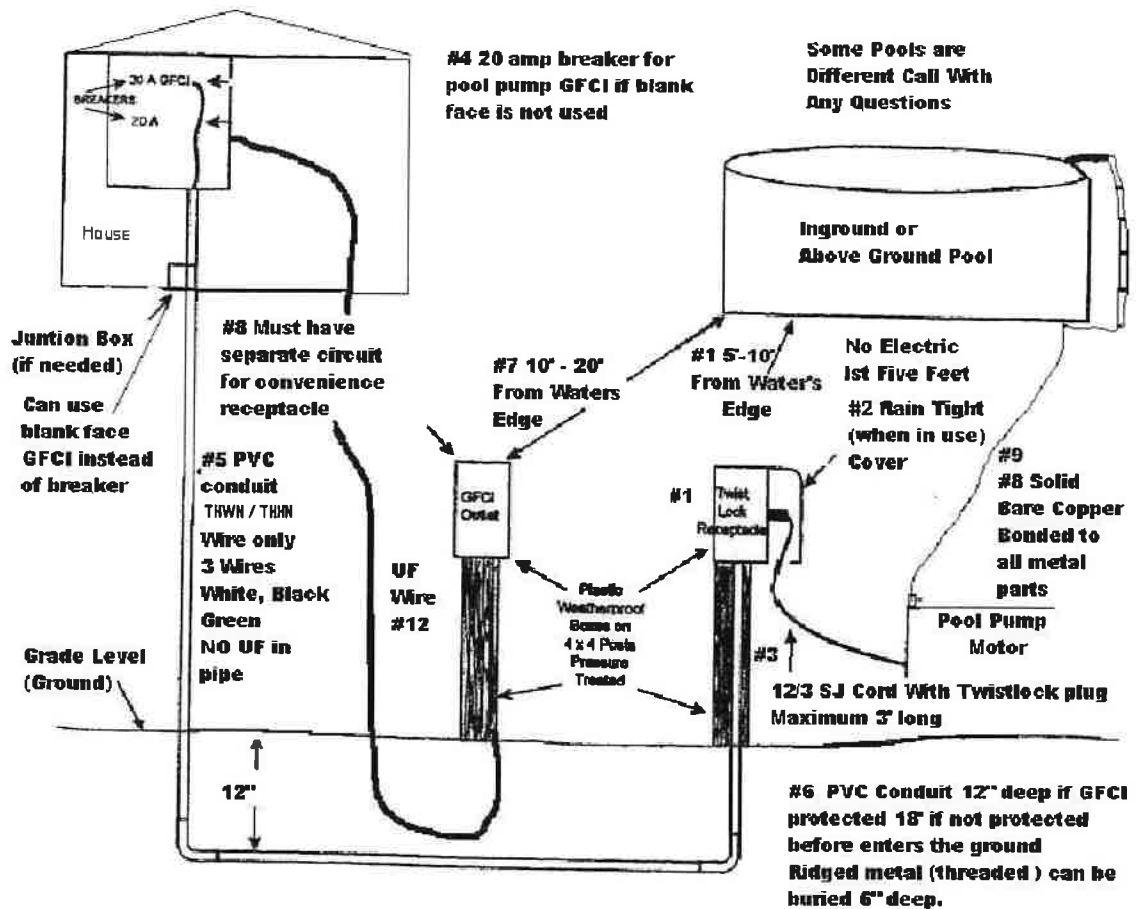
Pool alarms are not required in:

- hot tub or spa equipped with a safety cover classified to reference standard ASTM F1346 (2003), entitled Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs, or
- any swimming pool (other than a hot tub or spa) equipped with an automatic power safety cover classified by to reference standard ASTM F1346 (2003).

Electrical Requirements

All pools have electrical requirements to operate pumps, heaters and convenient outlets and if installed incorrectly can lead to serious injury or death. A conductive path for fault current can easily be established through the water to the earth. When a person in a pool touches a metallic surface that is energized, the fault-current path through the individual can be fatal. Also, a person in the pool not touching anything but the water could become part of a fault-current path. For example, if an energized device such as an electric appliance drops into the pool, an electrical potential could be established in the pool where a voltage gradient could cause the person to be surrounded by different levels of voltage in the water acting like a conductor.

For these reasons it is imperative that you engage the services of a qualified electrician and have the work inspected by one of the certified electrical inspectors detailed in appendix B prior to calling for a final inspection. A generic diagram of some of the wiring requirements is listed below and not represented to be all the requirements necessary to comply with the code.



Required Pool Permit Application Submittals

Each application for a pool permit shall be accompanied by a site plan detailing to scale the property boundaries, existing dwelling and accessory structure(s). In cases where the proposed location is at the minimum lot setbacks a survey may be required to ensure zoning compliance.

Issuance of Pool Permit

Upon successful review of the pool permit application appointments will be made to issue a building permit. At the time of issuance the contractor performing the installation must present one of the following:

- Proof of Workers Compensation Insurance (**Companies that employ workers**)
- Certificate of Attestation of Exemption from NYS Worker's Compensation Insurance (Form CE-200). **Sole Proprietors** may apply for exemption at <http://www.wcb.state.ny.us/content/ebiz/OnlineServices.jsp>

If the installation is being performed by the home owner, form BP-1 must be completed and notarized. See appendix D for a copy of the BP-1 form.

City of Rome Building Inspector is required to contact the New York State Worker's Compensation Board of any discrepancies noted as compared to the submitted worker's compensation insurance information.

Each pool permit has a fee associated with. In ground and hard side pools have a \$50 permit fee. Soft side pools have a permit fee of \$10. At the time of issuance of the permit, the City will also a \$100 deposit check made out to the City of Rome. This deposit is kept until verification that a third party electrical inspection is performed. If the third party electrical inspection is not completed within 90 days of issuance of the permit, the check will be cashed and the City of Rome will arrange for a third party electrical inspection and no further refunds will be issued. The fee must be paid at the time of issuance of the pool permit. Issuance of the pool permits gives consent to the City of Rome Codes Department to enter the property in order to perform the required building inspections.

Inspection of the Pool Project

A final inspection must be called for before use of the pool can commence. At the time of final inspection, barriers, alarms, gates and latches will be inspected for compliance. A third party electrical inspection certificate must be presented at this time. A certificate of compliance which authorizes use of the pool will only be issued following successful final inspection and third party electrical inspection.

Tax Reduction Programs

The State of New York, County of Oneida and City of Rome each provide phased tax reduction programs to encourage new development. A summary of the tax reductions programs is listed below. Please visit our website www.rome-ny.gov for more information or to acquire application forms. You may also contact the City of Rome Assessor's office at (315) 339-7614. Applications for exemption are accepted between January 1st through the last Tuesday in July of each year.

Capital Improvements To Residential Property Exemption- 421f

Residential buildings at least (5) years old, reconstructed, altered or improved shall be exempt for one year to the extent of 100% of the increase of assessment provided the value of the improvement exceeds \$3,000 and the improvement is attached to and part of the residential building. The exemption amount decreases by 12½% each year until it returns to full assessment. This exemption is limited to \$30,000 of the increase of assessment. This exemption applies to **City and County** taxes. If the property transfers to a new owner, the exemption shall cease. Effective after 8/1/98 - City and after 12/1/98 - County.

Commercial, Business Or Industrial Property Exemption – 485b

The increase of assessment due to the construction, alterations of improvements to commercial business or industrial property is subject to a 50% exemption. The cost of the improvements must exceed \$10,000. The exemption amount decreases by 5% each year. This exemption applies to **City, County and Rome/VVS School taxes**. This exemption must be applied for within 1 year of the Certificate of Occupancy.

New Construction Tax Exemption- 485i

In December 2004, the City of Rome and the State of New York signed a bill to offer tax exemptions for new construction. The new law 485-I provides a real property tax exemption on City taxes to property owners within the City of Rome who construct and occupy new structures on their property after **April 1, 2004**. This exemption is equal to 50% of the increase in the assessed value of the property for the first year. The exemption shall be decreased 5% per year for an additional 9 years. **Applies to City taxes only**. The cost of such construction, alteration, installation or improvement must

exceed \$70,000. Ordinary maintenance and repairs do not qualify for the exemption. This exemption must be applied for within 1 year of the Certificate of Occupancy. If initial property owner sells property the exemption shall cease.

Alteration or Rehabilitation of Historic Real Property - 444A

This exemption applies to the increase of assessment due to alterations or rehabilitation made to a property located in the designated Historic District of the City of Rome. Alterations or rehabilitation must be for the purpose of historic preservation and must commence subsequent to the effective date of the local law adopted **June 10, 1998**. This exemption is equal to 100% of the increase in the assessed value of the property for the first 5 years and then decreases 20% per year for an additional 4 years. This exemption applies to **City** taxes only.