



TOWN OF ITHACA NEW YORK

DEPARTMENT OF CODE ENFORCEMENT

215 N. Tioga St 14850

607.273.1783

codes@townithacany.gov

The information below is pertaining to what an applicant needs to submit for their project to remain under the 2020 NYS Codes. This information only is applicable if you are attempting to file a building permit application on or before December 30, 2025:

A complete application needs to be provided to the Town Code Enforcement Department on or before December 30, 2025.

- a. A complete building permit application includes the following:
 - i. The fee paid
 - ii. Proof of workers compensation and disability or a Workers Comp Board exemption form ([CE-200](#)).
 - iii. Documents, such as but not limited to, plans, details, and specifications drawn to scale to depict what the project is and how it will be constructed. For a full list of items needed for application requirements, please see section [125-5 of the Town of Ithaca Code](#) (specifically section 125-5C.)
- b. All projects that are required to comply with the NYS Energy Code are required to submit a “substantially complete building permit application”, which is defined as follows in part 1240 of title 19 NYCRR: *A building permit application that, in the opinion of the authority having jurisdiction, includes sufficient information and documentation required by the stricter of either the authority having jurisdiction’s Code Enforcement Program or the requirements set forth in 19 NYCRR Part 1203, such that the authority having jurisdiction can examine the application and make a determination as to whether the proposed work is in conformance with the requirements of the Uniform Code and Energy Code.* All projects that are required to comply with the NYS Energy Code, will need to provide enough information for the Town Code Enforcement Department to confirm that the proposed work will comply with the 2020 NYS Energy Code.