



Plumbing Control Section

Phone (315) 435-6614

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7120 Henry Clay Boulevard

Liverpool, NY 13088-5344

www.ongov.net/wep

J. Ryan McMahon, II, County Executive
Tom Rhoads, P.E., Commissioner
Nicholas Capozza, Sewer Maintenance Engineer

Plumbing Permits for Homeowners

Owner-occupants of one-family dwelling units who desire to remodel, add to, or alter the plumbing systems in their own homes may be issued a permit in accordance with the provisions of Onondaga County Local Law No. 9. 1988 and the Onondaga County Administrative Rules and Regulations Governing Plumbing Installations.

To obtain a permit, *the homeowner intending to do the work* is required to comply with the following conditions:

1. Apply for the permit in person.
2. Complete and sign a "Homeowner Plumbing Permit Request" form (see page 2).
3. Furnish proof of ownership and that the home is an owner-occupied single-family dwelling. This can be done by providing a property survey on which this information is indicated or other documents that show proof of current residency.
4. Fill out and submit "Affidavit For New York Entities and Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required" (New York State Workers Compensation Board Form WC/DB-100, available on the web site of the NYS Workers Compensation Board at: <http://www.wcb.state.ny.us/content/main/forms/WCDB-100.pdf>).
5. Submit plans showing all drainage and vent lines piped and sized according to the code.
6. Be prepared to discuss questions pertaining to piping materials, fittings, tub and shower faucets, solder and inspection procedures.
7. Pay the current permit and plan review fees.

When a homeowner's permit is obtained, the following conditions apply:

- Homeowners are prohibited from doing any type of plumbing work outside the house (for example, on water services or building sewers).
- Only the individual homeowner may install the plumbing work. He/she is, therefore, expected to be able to demonstrate the knowledge necessary to undertake the installation.



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Homeowner Plumbing Permit Request Statement

In accordance with Section 2 of Onondaga County Local Law No. 9. 1988, I, the undersigned hereby requests a permit to make changes to the existing plumbing system within my own home located in the:

(Check one) City Town Village of

Number and street address:

located in the County of Onondaga, State of New York.

I certify:

- That the home is a single-family dwelling unit
- That I presently occupy the home
- That title to the home is in the name of

The changes that I wish to make to the plumbing system are as follows:

I fully understand that the above changes to the plumbing system will be done by me and must conform to existing codes, rules, and regulations and must be inspected by a representative from the Plumbing Control Section of the Onondaga County Department of Water Environment Protection. If anyone other than the homeowner is found to be doing work, the permit will be automatically cancelled.

**** Inspections required:***
Any piping to be concealed must be inspected before covering.
Final inspection upon completion of work.

Signed: _____ Date:

Homeowner Permit Review Form

To be completed by a representation of the Plumbing Control Section with the applicant.

Applicant: _____

Address: _____

- Application for such permit must be done in person by the homeowner intending to install the plumbing.
- Statement is properly filled out and signed by applicant.
- Documentation of: Ownership (deed or survey)
_____ Occupancy (document showing address)
_____ Single family (survey)
- Plans must be submitted showing all drainage and vent lines piped and sized according to code.
- Questions must be asked of the homeowner pertaining to material use:
 - a) Type of solder
 - b) Type of water piping
 - c) Type of drainage and vent piping
 - d) Type of shower/bath valve
 - e) Type of dishwasher hook-up
 - f) Rules and regulations for use of 90° elbows
 - g) Rules and regulations for sanitary tees and wyes
 - h) All exposed lavatory piping must be chrome plated
- Inspection procedures are made clear and are understood by the applicant.
- Homeowners are not allowed to do any type of plumbing beyond the exterior walls of the dwelling (for example water services or building sewers).
- Permit Application completed, Permit and Plan Review fees paid.
- The individual homeowner is the only person allowed by law to install the work.

Reviewed by: _____ Date: _____

As stated on Page 1, the applicant must also fill out and submit "Affidavit For New York Entities And Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/OR Disability Benefits Insurance Coverage Is Not Required" (New York State Workers Compensation Board Form WC/DB-100, available on the web site of the NYS Workers Compensation Board at <http://www.wcb.state.ny.us/content/main/forms/WCDB-100.pdf>).