



## **OBTAINING A BUILDING PERMIT ELECTRONICALLY**

You can obtain a building permit without visiting the Code Enforcement Office by following these guidelines.

Download and fill out a “Building Permit Application” from our website.

Make sure that you check the box under the Signature of Applicant that states “*Applicant signature will suffice as signature on permit*”.

Email the Building Permit Application along with all plans, sketches, contract with the owner and specifications to one of the emails listed below;

Steven McDaniel - [codes@cityofcorningny.gov](mailto:codes@cityofcorningny.gov)

Jeremy Clarkson - [codes2@cityofcorningny.gov](mailto:codes2@cityofcorningny.gov)

David Hensley - [codes3@cityofcorningny.gov](mailto:codes3@cityofcorningny.gov)

Make sure that all of your plans are to scale and show sufficient detail and description of the work.

All submissions are required to be in PDF format. Any other format will be rejected.

Once your application and plans have been reviewed and are acceptable, an invoice for the Permit Fee will be emailed to you.

Mail your payment along with a copy of the invoice to the finance office listed on the invoice.

If you would like to obtain your permit faster, instead of waiting for the mail to reach us, you can bring your payment along with a copy of the invoice to the Code Enforcement Office to obtain your permit. Officers are in and out of the office all day, you can call 607-962-0340 extension 4 to set up a time to meet at City Hall to obtain your permit. You would need to bring your payment along with a copy of the invoice with you at that time.

Once your invoice is processed, Your Building Permit, with the required inspections will be emailed to you.

Make sure that you contact the Code Enforcement Office to conduct the required inspections.