

Table of Contents

		Page
Article I	Title	2
Article II	Purpose	2
Article III	Terms and Definitions	2
	Section 301 General Terms	2
	Section 302 Definitions	3
Article IV	Permits Required	5
	Section 401 General	5
	Section 402 Application for Permit	5
	Section 403 Fees	5
	Section 404 Issuing of Permits	5
Article V	Revocation of Permit	5
Article VI	Standards	6
	Section 501: Individual Structure	6
	Section 502: General	7
Article VII	Non-Conforming Structures	7
Article VIII	Variances and Penalties	7
Article IX	Violations and Penalties	7
Article X	Stop Work Order	8
Article XI	Amendment of these Regulations	8
Article XII	Validity	8
Article XIII	Effective Date	8
Appendix A-1	Application Process	9

**TOWN OF TAYLOR
STRUCTURE REGULATIONS
RESIDENTIAL AND NON RESIDENTIAL**

The Town of Taylor, Cortland County, New York, pursuant to the Authority and provisions granted by Sections 130, 136, and 261 to the Town Law of the State of New York, does hereby ordain as follows:

**ARTICLE I
TITLE**

These regulations shall be known as: “Structure Regulations; Residential and Non-Residential”

**ARTICLE II
PURPOSE**

It is the purpose of these regulations to promotes the health, safety, convenience, economy, amenity and the general welfare of the inhabitants of the Town of Taylor by the more efficient regulation or the residential and non-residential by enforcing Minimum Standards, including provisions for sewage disposal, water supply, safety, and other actions deemed necessary for said purpose.

**ARTICLE III
TERMS AND DEFINITIONS**

Section 301 General Terms

For the purpose of these regulations, words, and terms used herein shall be interpreted as follows:

1. Words used in the present tense include the future.
2. The singular includes the plural.
3. The “person” includes a corporation, partnership, and association as well as the individual.
4. The term “shall” is always mandatory.
5. The term “may” is permissive.
6. The term “used” shall be interpreted to include the term “designated” or “intended to be used”.

Any word or term not defined herein shall be used with a meaning of standard usage.

Section 302: Definitions

Accessory Structure: A Building or structure which is an attached or detached addition to or which supplements the facilities provided a residential or non-residential structure, on the same or an adjoining lot under the same ownership or occupancy. It is not a self-contained, separate, and habitable building or structure.

Adequate: Sufficient to accomplish the purpose intended, and to such a degree that no unreasonable risk is presented to health and safety. Within the meaning of these regulations, regulations, an item installed, maintained, designed and assembled, an activity conducted, or act performed, in accordance with recognized generally accepted standards; principles or practices applicable to a particular trade, business, occupation or profession shall be considered.

Building: A structure wholly or partially enclosed within exterior walls, or within exterior and party walls, a roof, affording shelter to persons, animals, or property.

Building Inspector: Person hired by the Taylor Town Board to inspect building construction, renovation and work requiring a building permit, working under Code Enforcement Officer.

Building Lot: Land occupied or to be occupied by a single structure and its accessory buildings, together with such open spaces as are required under the provisions of these regulations. Having its principle frontage on a highway or on such means of access as may be determined in accordance with the provisions of the regulations to be adequate as a condition of the issuance of a building permit for a building on such land (deeded access).

CEO: Code Enforcement Officer

Code Enforcement Officer/Agency: The person or agency designated and appointed as enforcement officer by the Taylor Town Board to enforce the provisions of these regulations and sign permits and orders.

Deeded Access: A section of land that is not less than forty-five feet (45) feet in width, beginning at a public roadway, street or highway and ending at a subdivided parcel.

Distance Separation: An

Open space between buildings on the same premise or between a building and an interior lot line, provided to prevent the spread of fire.

Feeder Assembly: The overhead or under chassis electrical feeder conductors, including the grounding conductor, together with the necessary fittings and equipment, or a power supply cord listed for a mobile home use, designed for the purpose of delivering the electrical supply from the source to the distribution panel within the structure.

Generally Accepted Standards: Those referenced in the **International Building Code** or any other standards filed with the Secretary of State.

Habitable Structure: A structure within which the space occupied by one or more persons for living, sleeping, eating, or cooking.

Health Department: The Cortland County Health Department.

Home: A habitable residential structure on an individual lot.

Lot or Parcel: Refer to Cortland County Health Department.

Non-Habitable Structure: A structure within which the space is to be occupied by animals or property, not by persons for the purpose of living.

Non-Residential Structure: A structure designed and erected for use as a non-habitable structure to be occupied by animals or property.

Permit Issuing Official: The Code Enforcement Officer or Agency or other person or agency designated by the Taylor Town Board to enforce the provisions of these regulations.

Person: An individual/group of individuals/ partnership, firm, corporation, association, political subdivision, government agency, municipality, industry, estate, or any legal entity whatever.

Planning Board: The Town of Taylor Planning Board.

Potable Water: Water provided or used for human consumption and food preparation. Water used for lavatory/ bathing or laundry purposes is to be potable quality.

Refuse: All putrid (rotten and foul smelling) and non-putrid, solid waste including, but not limited to garbage, rubbish, ashes, incinerator residue, street cleanup, dead animals, offal (entrails, butchered animal) and solid commercial wastes.

Residential Structure: A structure designed and erected for use as a habitable structure to be occupied by one or more persons.

Service Equipment: The electrical equipment containing the disconnecting means/ over current protection devices, and receptacles or other means for connecting a Feeder Assembly.

Sewage: Excreta and the waste from a flush toilet, bath, sink, lavatory, dishwashing, or laundry machine.

Street Line: The line of a right-of-way used for vehicular traffic, whether public or private.

Structure: An assembly of materials forming a construction framed of component structural parts for occupancy or use, including buildings.

**ARTICLE IV
PERMITS REQUIRED**

Section 401: General

No person, being the owner or occupant of any land within the Town of Taylor, shall use or permit the use of such land for the erecting of any structure without first obtaining the appropriate permit(s) as hereinafter provided.

Section 402: Application For Permits

Application shall be made on forms provided by the Town Clerk.

Section 403: Fees

Permit application for individual structures are available from the Town Clerk. A fee is charged by an established formula after the completed application is returned to the Town Clerk. Checks are made out to the “**Town of Taylor**”.

Section 404: Issuing of Permits

1. **General** – The town’s Code Enforcement Agency shall, after the receipt of completed application, approve or reject the application and, if rejected, certify the reason for the action.
2. **Individual Structure** – The Code Enforcement Agency of the Town of Taylor, upon receipt of the aforementioned fee, (Article IV, Section 403), shall issue a permit to any deeded owner of the land owned. Such permit shall not be transferable or assignable.

**ARTICLE IV
REVOCATION OF PERMIT AND/OR CERTIFICATE OF OCCUPANCY**

When the Code Enforcement Officer, ordered by the Town Board, makes an inspection and finds that such residential or nonresidential structure is not in accordance with the provisions of these regulations or conditioned requirements of the permit, it shall serve upon the holder of the permit thereof or the person in charge of such structure an initial order in writing directing that the conditions therein specified be corrected within thirty (30) days after the serving of such order or as specified in the local law. The County Health Department may also serve such order if findings of inspection are not satisfactory to the State Sanitary Code as amended. If, after the expiration of such period, such conditions are not corrected, the individual owner, of the residential or nonresidential structure shall be considered in violation of these regulations and subject to the penalties as set forth in Article IX, or as specified in the local law.

**ARTICLE VI
STANDARDS**

Section 501: Individual Structures: The owner or occupant of such premises shall comply with the following standards prior to receiving a **Certificate of Occupancy**.

1. **Lots:** Refer to Cortland County Health Department regulations.
2. **Health and Safety:**
 - a. **Sewage** – Residential and habitable structures shall be provided with suitable and adequate sewage disposal system as required by state and local regulations and specifically as outlined in Article XV of the Sanitary Code of the Cortland County Health Department.
 - b. **Water** – A sufficient supply of potable water shall be provided for such structure
 - c. **Plumbing and Electrical** – Connections of such structure shall comply with all requirements of the International Building Code.
 - d. **Fire Protection** – Each structure shall be equipped with an adequate fire extinguisher and smoke detectors, installed and operable.

Section 502: General

1. All structures installed in the Town of Taylor shall be installed in compliance with the applicable provisions of ARTICLE 19AA of NYS Executive Law and related State Codes for construction and installation of residential, nonresidential, habitable, uninhabitable, and accessory structures.
2.
 - a. No accessory structures, either attached or free standing, shall be constructed without approval of the CEO.
 - b. No additions to a structure which increase floor space shall be constructed without approval of the CEO.

**ARTICLE VII
NON-CONFORMING STRUCTURES**

1. Any structure legally existing prior to the effective date of these regulations and not conforming to these regulations shall be regarded as non-conforming.
2. Any such non-conforming structure in existence on the effective date of these regulations may be continued.

**ARTICLE VII
WAIVERS**

When necessary hardships or practical difficulties make strict compliance with any requirement of these regulations unreasonable or impossible, a written appeal for a waiver may be taken to the Taylor Planning Board. After reviewing the appeal, the Planning Board shall act in strict compliance with established case law, the Town Law, and may vary or modify the provisions of these regulations only as minimally as may be necessary upon the required showings and facts as presented. In some cases, they may forward the appeal to the Taylor Town Board for their review and recommendations.

**ARTICLE IX
VIOLATIONS AND PENALTIES**

Any person, firm or corporation violating any provisions of these regulations shall be guilty of an offense against the law. Refer to Schedule for penalties.

**ARTICLE X
STOP WORK ORDER**

Whenever the Code Enforcement Officer has reasonable grounds to believe that work on any building or structure is being done in violation of the provisions of these regulations or in an unsafe and dangerous manner, the owner of the property shall be notified to suspend all work. Such stop work order and notice shall state in writing the conditions under which the work may be resumed, and may be served upon a conspicuous portion of the structure under the construction and sending a copy of the same to the owner by registered mail.

**ARTICLE XI
AMENDMENT OF THESE REGULATIONS**

Amendment Procedures: The Town Board may, from time to time on its own motion or by recommendation or petition of the Planning Board, change, modify, or repeal the regulations and provisions of these regulations following a public hearing.

**ARTICLE XII
VALIDITY**

If any article, section, paragraph, subdivision or provision of these regulations shall be invalid, such invalidity shall apply only to the article, section, paragraph, subdivision or provision adjudged invalid. The rest of these regulations shall remain valid and effective. In case of a conflict with the International Building Code, the New York State Environmental Quality Review Act, and/or the Sanitary Code of the Cortland County Department of Health, the most restrictive, or that imposing the higher standards, shall prevail. These regulations shall not in any way be construed to supersede or revoke any provision of town ordinances or laws or their successors.

**ARTICLE XIII
EFFECTIVE DATE**

These regulations shall take effect 20 days after enactment and publication and posting as required by the Town Law of the State of New York. These regulations are adopted by resolution of the Town Board of the Town of Taylor, Cortland County, New York, on the ___ day of _____, 20__.

Signed:

Town Clerk

**APPENDIX A-1
APPLICATION PROCESS**

BUILDING PERMITS SHALL BE REQUIRED FOR ANY WORK WHICH MUST CONFORM WITH THE UNIFORM CODE. 19 NYCRR, PART 44

1. **APPLICANT MUST:** Obtain a Building Application from the Town Clerk. Applicant must be the owner of record of the property, or provide an affidavit of the property owner.
2. **APPLICANT SHALL SUBMIT:**
 - A: Proof of property ownership.
 - B: Perk Test for septic system from County Board of Health.
 - C: Well permit for water supply from Cortland County Board of Health.
 - D: A Site Plan showing lot size, building size, distance to boundary lines, roads, streets, and any existing structures located on lot, and type of construction materials to be used.
 - E: Blueprints or Floor Plans.
 - F: Name of Builder, Excavator and Electrician, and others involved in the construction or usage of said structure.
 - G: Subdivision Plat with approval stamped and signed by the Taylor Planning Board for a previously filed or an unfiled subdivision, a Plat must be submitted to the Planning Board for approval before a Building Permit may be issued.
3. **APPLICANT RETURNS COMPLETED APPLICATION** along with all required information to the Town Clerk. Application fee is paid at that time. Checks should be made out to the Town of Taylor. Clerk then forwards the application to the Code Enforcement Officer.
4. **CODE ENFORCEMENT OFFICER** approves or denies the Building Permit. It shall be in accordance with state and local laws, ordinances, and regulations. He may consult with local and county officials. The applicant is notified of the result.
5. If permit is approved, the applicant meets with the Building Inspector to establish a schedule of inspections. **Applicant shall notify** Building Inspector at each specified phase of construction.
6. Once construction is completed, **the applicant shall** call the Building Inspector for a final inspection. After his inspection, and if he has received proof of final electrical and septic inspections, or any other agency approval as may be required, he will issue a Certificate of Occupancy or of Compliance, whichever is applicable.

Electrical, water supply and/or septic inspection fees are not included in the local building permit fee. Note that a permit to construct a septic system or installation and inspection of same or an installed and/or inspected electrical installation, does not constitute a “Building Permit” as required herein.

