Obtaining Contract Colleges Facilities SUNY Project Permits

Only the SUNY Code Enforcement Official /Authority Having Jurisdiction for Contract Colleges Facilities at Cornell University shall issue Permits for all work within or on statutory facilities, properties or holdings within the Cornell University Contract Colleges system. Only the Contract Colleges Facilities SUNY CEO/AHJ (Ralph J. D’Amato 607-254-6371) shall make the determination of a permit’s status, requirements and its remaining in effect. The Codes of New York State prohibit the Owner and the A&E from making codes compliance administrations. Only the authority having jurisdiction (AHJ) has permitting or final codes determination capacity.

A- Permits issued through CCF – CEO / AHJ are:
- Abatement Permit
- Demolition Permit
- Construction Permit
- Building Permits
- System(s) Modifications Permit
- Hot Work Permits
- Temporary Certificate of Occupancy
- Permanent Certificate of Occupancy
- Certificate of Completion

B - Data required along with a request for a permit:
1. Set of Construction / Bid documents – drawings and specifications – including Building Code Summary-for review and permit records (The earlier documents are reviewed the sooner a permit can be readied.).
2. Letter from the A&E of record stating that project complies with all current applicable codes and is ready for permitting.
3. Name of General Contractor for the project
4. Project’s construction value
5. Contractors' Safety Plan that is specific to the project for which a permit is being requested.

C - Written certifications from installer required by SUNY CODE ENFORCEMENT OFFICIAL / AHJ before a Temporary or Permanent Certificate of Occupancy, Certificate of Completion will be issued are:
1. Electric certifications for all rough-ins and final inspection: Certified Independent Electrical Inspection Agency, as accepted by the SUNY CEO / AHJ.
2. Certification of Fire Detection and Suppression systems – Installer’s NFPA Certification
3. Certification of plumbing testing witnessed by SUNY CEO /AHJ.
4. HVAC & Hydronic systems balancing reports – Mechanical Engineer of Record accepted.
5. Special inspections reports reviewed and accepted by A&E of record
6. Letter from A&E stating that project has been constructed to the design documents, including any approved changes, and the project is ready for Beneficial Occupancy.
7. Completed SUNY Pre-occupancy checklist signed by the A&E and Project Manager.

D – Cornell confirmations required before a Temporary or Permanent Certificate of Occupancy will be issued:
1. EH&S Fire Safety must confirm to me that the fire detection and suppression systems are properly installed and fully operational (EH&S Contact: Dan Phillips 607- 255- 8200).
2. CU Pipe Shop must dye test all storm and sanitary sewer connections or internal piping modifications and confirm to the CEO/AHJ that there are no cross-connections (CU Pipe Shop Contact: 607-255-4754).
3. EH&S must confirm to the CEO/AHJ that all eyewashes and fume hoods are EH&S tested and ready for use by building occupants. (EH&S Contact Ellen Sweet 315-730-8896).
   Note: Environmental Health & Safety cannot Certify or Accept a system under contract. The designing A&E must accept the system(s) and certify to the CEO/AHJ that the systems are installed in compliance with the A&E’s stamped design, including any A&E approved design changes, and all applicable codes. However, without EH&S respective confirmations to the CEO/AHJ that EH&S has witnessed specific test or system(s) operations and find them ready for acceptance and University operation upon turnover, no occupancy or compliance permit will be issued.

E – Inspections and resolution of codes issues are the responsibility of the CEO/AHJ or agents designated to act on the CEO/AHJ’s behalf.

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

2/2/16 RJD