

PERMIT CHECKLIST

ADU Permit Checklist

Everything you need to gather and submit for a complete ADU permit application in Ithaca, NY.

Required Documents

- Completed building permit application form
- Site plan showing existing and proposed structures
- Architectural drawings (floor plans, elevations, sections)
- Structural drawings stamped by a licensed engineer
- Mechanical, Electrical, and Plumbing (MEP) plans
- Energy compliance documentation (NYS Energy Code)
- Copy of current deed or proof of ownership
- Zoning compliance statement

Permit Timeline

1. Pre-Application Meeting

Optional but recommended — 1 to 2 weeks to schedule with the Building Department.

2. Application Submission

Submit complete package to the City of Ithaca Building Division.

3. Plan Review

Standard review takes 4–8 weeks. Complex projects or revisions may extend this.

4. Permit Issuance

Permit issued after all comments resolved and fees paid.

5. Construction Inspections

Schedule inspections at foundation, framing, rough-in, insulation, and final stages.

Common Mistakes to Avoid

- Submitting incomplete plans — missing MEP or structural drawings are the #1 cause of delays
- Not accounting for energy code compliance from the start
- Forgetting to show utility connections on site plans
- Starting construction before permit is issued
- Missing required inspections during construction phases