Design Phase
Permit Requirements - Cornell Funded/Owned

Project: Project Name & (eB #)

Cornell funded projects at Endowed (non-State) facilities typically follow Permit Requirements outlined in D3a. Confirm at project onset the approval path with OUA/Planning and CCF Director or CCF AHJ. Also refer to D3b for related Municipal Approval requirements (If required).

- State College project using Cornell Funds at Cornell building follow D3
- Endowed College project using Cornell Funds at State Building follow D4
- SUCF Managed or SUCF Campus-Let projects on Cornell land refer to CCF Director and OUA/Planning

☐ Go to FCS Website/ Facility Information: Obtain initial read on building jurisdiction, building ownership, historic building, and historic district

☐ Verify AHJ with FM and/or CCF AHJ prior to engaging local AHJ

☐ Verify historic information with OUA/Planning and Cornell GIS information (State bldgs. or State-Funded see D4 for buildings over 50 years old)

☐ Confirm building has Certificate of Occupancy (Complicates future permitting)

☐ Review project in early SD with AHJ (Weekly City of Ithaca and Monthly Town of Ithaca Meetings – or Other)

☐ Historic Building or Historic District, engage OUA early for project approach and external review/approvals. Cornell Counsel and OUA shall review all material prior to external submissions

- City of Ithaca – Ithaca Landmark Preservation Office (ILPC)
- Other Municipalities – typically the State Historic Preservation Office (SHPO)
☐ Review project in SD with EH&S Fire Marshal and appropriate Fire Department 
(Ithaca Fire Department, Cayuga Heights Fire Department, etc.)
  • Written Fire Department approval required for most Municipal/AHJs
☐ Confirm code compliance path early and identify code variances (If required)
☐ Projects with chemical use or within buildings having chemical use, determine 
requirements for survey/inventory before Consultant Selection
☐ Projects that physically span multiple jurisdictions may require MOU
  • If MOU required, engage CU Council early – long process
☐ City/Town:
  • Green Building Code after FY2020 – required (Once Approved)

Note: Also track in construction hot work permits, changes to fire alarm or 
suppression systems, etc.