
Town of Rensselaerville

Application for a Building Permit

1. Answer all questions on the application form.
2. Include insurance affidavit from all contractors.
3. Please attach a copy of tax bill.
4. Submit a complete set of plans to scale for structure to be erected. Include all views with size of materials being used.
5. Submit a sketch of property plot, including location of water and sewer facilities.
6. Show location of water source and leach fields on the property.
7. Applications for modular homes must have stamped approved plans from dealer. Plans are to include foundation specifications.
8. Must show proof of active Workmen's Comp. Insurance if using a builder.
9. Building Inspector has 15 days to either issue the permit or deny the application. Work may not start until permit is obtained.
- 10. This application is not a work permit.**

Mark C Overbaugh
Building Inspector
Code Enforcement Officer

Phone: 518-797-3798 or 239-4225

Town of Renlesslaerville
Building Permit Application

1. APPLICANT

Name: _____ Home Phone (____) ____ - ____

Mailing Address: _____

2. PROPERTY OWNER IF DIFFERENT FROM APPLICANT

Name: _____ Phone (____) ____ - ____

Mailing Address: _____

3. PROJECT LOCATION

House 911# _____ Street _____

Post Office _____ NY, ZIP _____

Parcel Identification # (Tax Map#) ____ .- ____ - ____ (check with local assessor)

4. ARCHITECTS OR ENGINEER OF RECORD

Name: _____ Bus. Phone (____) ____ - ____

Mailing Address _____

5. PRIME CONTRACTOR/BUILDER

Name: _____ Phone(____) ____ - ____

Mailing Address: _____

6. CONTRACTOR INSURANCE

A. Workman's Comp. Secured by Contractor Y() N() N/A()

B. Disability Benefits Secured by Contractor Y() N() N/A()

7. PROJECT COST ESTIMATE

(CONSTRUCTION) \$ _____

8. Please give detailed description of the work to be done:

9. SITE INFORMATION

- A. Flood Plain: Is site within a flood plain _____?
- B. Water Supply: Public _____ or On-Premise Well _____
- C. Sewage Disposal System Public _____ Private _____ No _____
- D. Energy Information Heating Source (Primary) _____
(Secondary) _____
- E. Are there any overhead power lines within 50 ft. of proposed building site?

10. OTHER

- A. The applicant shall notify the department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the Uniform Code. The authority conferred by such permit by conditions.
- B. A building permit may be suspended or revoked if it is not proceeding in conformance with the Uniform Code, Town of Rensselaerville current Zoning Law or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall be in effect for a period not to exceed one year from the date of issued. If a certificate of occupancy is not requested within the one-year period, and the building has been partially constructed, the permittee must reapply for a building permit, and pay an additional fee for the re-issuance of the said building permit.

CERTIFICATIONS

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF THE LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLETED WITH, WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT

PRESUME TO GIVE AUTHORITY TO, VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW, REGULATION, CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.

Owner/ Authorized Agent _____

PLEASE SUBMIT

- A. Attach scale drawings for Plot and Plan. Include front, back and side set backs.

- B. Set of plans and specification describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings 1500 square feet of living area, Accessory structures, agricultural use buildings, or alterations costing under ten thousand dollars.

**NOTICE TO ALL CONTRACTORS PERFORMING
WORK IN THE TOWN OF RENSSELAERVILLE:**

All contractors are responsible for calling for the required inspections. Forty-eight hours (2 days, not including holidays and weekends) advance notice is required. A list of required inspections accompanies the application for permits.

The contractor, homeowner, or the person filing for permit is responsible for calling for the required inspections. Failure to do so at the proper intervals could result in a stop work order being issued or Certificates of Compliance and Certificates of Occupancy not being issued.

If you have any questions please call the Building Dept.

518-239-4225 or 518-797-3798

LIST OF REQUIRED INSPECTIONS AND SIGN OFF REQUIREMENTS

Two days notice is required for all inspections. Pictures are not acceptable.

1. Footings prior to pouring concrete
2. Foundation prior to pouring concrete
3. Foundation drains and waterproofing prior to backfill
4. Slab prior to pouring concrete
5. Framing during construction, truss inspection
6. Stairs, chimneys
7. Plumbing, insulation and electric prior or enclosing

ITEMS REQUIRED FOR SIGN OFF

1. Well water, water test and septic system approval from Albany County Dept. of Health
2. Third party electrical sign off by approved Inspection Company and approved inspector.
3. Letter from truss manufacturer.
4. Final walk through and exterior inspection for C of O.

CONTACT THIS OFFICE PRIOR TO ANY CONSTRUCTION

OWNER IS RESPONSIBLE FOR ALL INSPECTIONS AND REQUIRED ITEMS.

BUILDING PERMIT FEE WORKSHEET

Owner _____ Application# _____

Square footage:

1st Floor _____

2nd Floor _____

3rd Floor _____

Total square footage _____

MINIMUM FEE -- \$35.00

Residential:

Homes \$.08 per square foot

Additions \$.08

Out buildings and accessory building \$.05 per square foot

Renovations and repair permit fees are determined on the cost of the project.

Agriculture - Building permit fee maybe waved if a signed letter of intended use is submitted with permit application.

Please do not write a check based on these figures. The amounts may change if you need zoning permit or other info. is needed.

