



# Application for Building and Zoning Permit

## TOWN OF GUILDERLAND

Guilderland Town Hall  
P.O. Box 339, Route 20  
Guilderland, N.Y. 12084

Building Department  
Ph: 356-1980  
Fax: 356-1990  
www.townofguilderland.org

Date: \_\_\_\_\_, 20\_\_\_\_

Permit No. \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

### NOTE - READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

Property Location of Proposed Construction  
\_\_\_\_\_

Existing Use \_\_\_\_\_

Describe: \_\_\_\_\_

Name of Compensation Carrier & Policy #  
\_\_\_\_\_

Zoning District \_\_\_\_\_  
Tax Map No. \_\_\_\_\_

Lot Size \_\_\_\_\_ Area \_\_\_\_\_

Existing Building Size \_\_\_\_\_  
New Building Size \_\_\_\_\_

#### NEW BUILDING YARDS: Zoning Set Backs:

Fill in plot diagram on back

Front Yard Depth \_\_\_\_\_ Feet

Right Side Yard Width \_\_\_\_\_ Feet

Left Side Yard Width \_\_\_\_\_ Feet

Rear Yard Depth \_\_\_\_\_ Feet

Bldg. Height \_\_\_\_\_ Feet \_\_\_\_\_ Stories

Estimated Cost \$ \_\_\_\_\_

Floor Area \_\_\_\_\_

Cubic Area \_\_\_\_\_

Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner, Applicant or Agent

NOTE: THIS BUILDING PERMIT FOR RESIDENTIAL WORK EXPIRES SIX (6) MONTHS FROM DATE  
ISSUED - ONE (1) EXTENSION PERMITTED

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Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Deputy Building Inspector

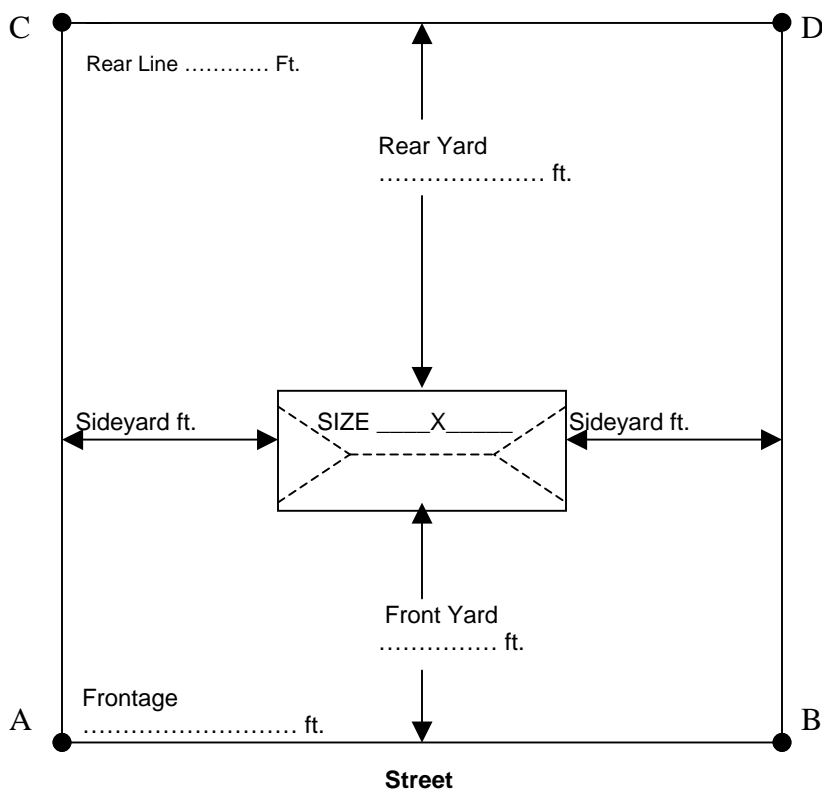
## INSTRUCTIONS

1. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Building Inspector.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
3. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural, mechanical, electrical and plumbing, heating installations.
4. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
5. Upon approval of this application, the building department will issue a Building and Zoning Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.
8. Any deviation from the approved plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
9. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM A THRID PARTY ELECTRICAL INSPECTOR FOR ALL ELECTRICAL WORK. PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

### PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

NOTE: TO PREVENT ANY DRAINAGE PROBLEM, SHOW ELEVATIONS, GRADING, SWALES, CULVERTS OR DRAIN PIPES ON OR WITHIN 30 FT. OF PROPERTY, ETC.



ELEVATIONS OF FINISHED GRADE IN RELATION TO CROWN OF ROAD.

A. \_\_\_\_\_ E. \_\_\_\_\_  
 B. \_\_\_\_\_ F. \_\_\_\_\_  
 C. \_\_\_\_\_ G. \_\_\_\_\_  
 D. \_\_\_\_\_ H. \_\_\_\_\_  
 GROUND FLOOR \_\_\_\_\_

1. Are Foundation Drains Required?
2. If So, Where Will Drains Discharge?

REMARKS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Curb cut to be obtained from appropriate state, county or town highway department.

# DESCRIPTION OF MATERIALS

PLANS SHOULD INCLUDE THE FOLLOWING INFORMATION AS APPLICABLE

## **SITE OF PROPOSED CONSTRUCTION:**

- Name of owner
- Address of project
- Distance to property line from new construction

## **FOUNDATION:**

- Footing sizes
- Foundation wall size & material
- Column/Post size & material
- Girder/Beam size & material
- Dampproofing/Parging material
- Anchor bolt size & spacing

## **FLOOR SLAB:**

- Vapor barrier thickness & material
- Slab thickness & material

## **CRAWL SPACE:**

- Ventilation opening size & material

## **FLOOR FRAMING:**

- Joist size & spacing
- Sub-floor size & material
- Finish floor material
- Method of attachment for joists to girder/beam

## **WALL FRAMING:**

- Stud size & spacing
- Sheathing size & material
- Exterior/Interior finish size & material

## **CEILING FRAMING:**

- Joist size & spacing
- Interior finish size & material

## **ROOF FRAMING:**

- Indicate rafters or trusses
- Slope of roof
- Rafter/Truss size & spacing
- Ridge board size
- Rafter tie size & spacing
- Sheathing size & material
- Ventilation method
- Attic access size and location

## **ROOFING:**

- Type of material
- Ice & water protection locations
- Flashing locations

## **STAIRS:**

- Width of stairway
- Height of risers
- Depth of treads
- Height of handrails
- Spacing of spindles

## **INSULATION:**

- Submit a Department of Energy compliance checklist  
OR
- Material & R-Value in ceilings
- Material & R-Value in walls
- Material & R-Value in floor/basement walls

## **WINDOWS:**

- Type of glazing material
- Area of glazing
- Openable area
- Height of open area
- Width of open area
- Height of sill above finish floor

## **DOORS:**

- Size and material of door
- Type of door

## **HEATING:**

- Type & efficiency of furnace

## **PLUMBING:**

- Location of fixtures
- Supply pipe size & material
- Drain/Vent pipe size & material
- Indicate town sewer & water or private well & septic system