



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 _____
Email _____

Zoning District _____
Tax Map Number: _____
Flood Zone Designation _____

Owner's Name _____
Address _____
Phone _____

Lot Size _____ Area _____
Existing Building Size _____
New Building Size _____

Property Location of Proposed Construction

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

Existing Use _____

Proposed Construction: _____

Estimated Cost \$ _____
Floor Area _____
Cubic Area _____

Name of Compensation Carrier & Policy #

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

Dated _____, 20____

Deputy Building Inspector

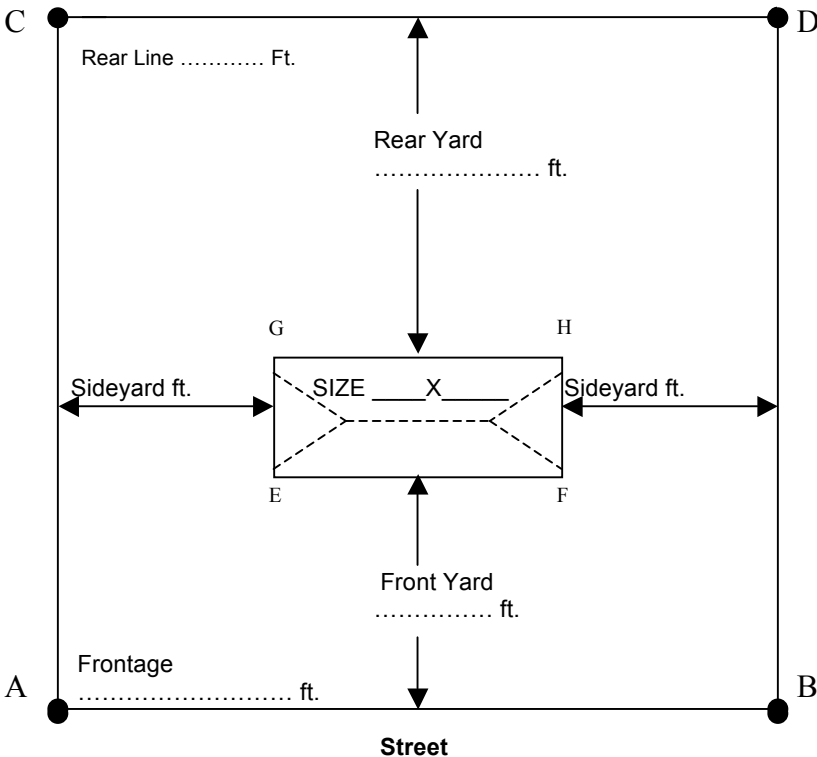
INSTRUCTIONS

1. This application must be completely filled in with ink and submitted in duplicate to the Building Department.
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 (three for commercial projects) 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. Call the building department if a fee amount is needed before submitting the application.
5. Be sure NYS Workers Comp. & Liability Insurance information is up to date and on file at the Building Department. A waiver of liability is available on the Building Dept. website for applicants completing projects using their Homeowners Insurance.
6. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

*Notice of Utilization of Truss Type Construction,
Pre-Engineered Wood Construction and/or Timber Construction*

TOWN OF GUILDERLAND

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To: The Town of Guilderland Building Department (Cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

- _____ New residential structure
- _____ Addition to the existing residential structure
- _____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

- _____ Truss type construction
- _____ Pre-engineered wood construction
- _____ Timber construction

in the following location(s) (check applicable line):

- _____ Floor framing (including girders and beams) **F**
- _____ Roof framing **R**
- _____ Floor framing and roof framing **FR**

Date: _____

Signature: _____

Printed Name: _____

Owner Owner's Representative

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