TOWN OF NEW PALTZ

BUILDING DEPARTMENT

BUILDING PERMIT APPLICATION

INSTRUCTIONS:

Complete Section I in its entirety
Complete Section specified for your project
Submit Application with all documentation required in each Section pertaining to your project (including documentation required in Section I)
WC forms MUST accompany this application
(faxes at a later date are not acceptable)
Application will not be accepted if not complete

Application No..... Fee $.....
Date Paid:..... Check #.....

Building Permit No..... Fee $.....
Date Paid:..... Check #:.....

Date.....
Approved .....

Denied .....

For office use only

SECTION I

Type of work proposed (check one)

- ☐ New Single Family Residence
- ☐ Add./Alts or Renovation to Residential
- ☐ Fence ☐ Shed
- ☐ Swimming Pool Above Ground & Spas
- ☐ Swimming Pool In- Ground
- ☐ Electrical Upgrade
- ☐ Generator – Permanent
- ☐ Deck
- ☐ New Commercial Structure
- ☐ Add./Alts or Renovation to Comm. Structure
- ☐ Request a Change in "Use" Section 140-8 "Permitted Uses"
- ☐ Accessory Building/Garage
- ☐ Fuel Burning Appliance
- ☐ Abandon/Abate/Replace Fuel Tank
- ☐ Other, specify.....
- ☐ Demolition

PROPERTY INFORMATION:

Location of Premises – 911 Address.....Zone District.....

S/B/L..... Acres or number of square feet.....

Required Building Setbacks: Front yard..... Side yard..... Rear yard.....

Proposed Building Setbacks: Front yard..... Side yard..... Rear yard.....

Current Use of Site.....% of Lot Coverage (all structures on lot).....

Intended use for the property:.....

Is the property located in a flood zone? ☐ Yes ☐ No *If yes, a floodplain development permit is required.*

Is there NYS DEC or Federal Wetlands on or near property? ☐ Yes ☐ No *If yes, is proposed development within the required buffer area?* ☐ *Yes* ☐ *No*

Variance Required ☐ Yes ☐ No **Simplified Site Plan Req.** ☐ Yes ☐ No **Site Plan Req.** ☐ Yes ☐

Building Permit Application, continued

OWNER INFORMATION:

Owner(s).....

Address..... State/Zip.....Tel.....

E-Mail Address.....Cell.....

DESIGN PROFESSIONAL ***(required for all Commercial, New SFR, Residential additions, structural renovations/alterations)***

Name:.....

Address..... State/Zip.....Tel.....

(The above-named design professional must complete and attach a plan review summary sheet)

BUILDER INFORMATION

Company
Name.....Contact.....

Address..... State/Zip.....Tel.....

NYS Workman's Compensation Insurance C105.2 or U26.3 or Waiver and NY Disability attached? ❒ Yes ❒ No

*(If contactor is submitting a Waiver for Workman's Compensation and **IS** hiring and paying sub-contractors, the waiver is not applicable. Workman's Compensation Insurance must be provided.)*

SECTION II

Please complete for Residential; New SFR, Additions, Alterations & Renovations and decks: Commercial; New Buildings, Additions, Alterations & Renovations.

BUILDING INFORMATION:

Type of proposed structure.....

Height.....(feet above average finished grade); No. Stories.....; Square Feet.....;

CUFT(commercial only) .....; Overall Dimensions.....;

BASEMENT ❒ Yes ❒ No is it ❒ Finished ❒ Unfinished? Emergency Egress Provided? ❒ Yes ❒ No

No. of Rooms..... No. of Bathrooms..... No. of Bedrooms..... ***(if adding bedrooms health dept. approval is required and to be submitted with this application)***

Type Utilities: Heat.....; Water.....; Sewage.....

Central Air-Cond. ..... Estimated Cost of Construction $.....

PLOT PLAN (see attached examples) **EXCEPTION**...*Interior Work ONLY (not required to have Plot Plan)*

- ❒ Lot dimensions – all sides
- ❒ Names and location of all adjacent streets
- ❒ Setback dimensions – front, rear and all sides
- ❒ Driveways, exterior stairs, landings & decks
- ❒ Septic Area
- ❒ Location of easements or ROW's
- ❒ Location of proposed & existing structures
- ❒ Distances between buildings on lot
- ❒ North Arrow

Building Permit Application, continued

BUILDING PLANS (2 Sets Required)

- ❒ Driveway curbcut permit from Town/UC or NYSDOT (if new SFR or Commercial)
- ❒ Ulster County Health Department Permit to Construct a Septic System (if new SFR or Commercial)
- ❒ Cross sections drawn SPECIFICALLY for this structure with materials to be used.
- ❒ Floor Plan layouts and use of all rooms including basement
- ❒ Complete dimensions of all rooms, decks, porches, landings, stairs, cantilevers, bearing walls and column locations.
- ❒ Ceiling heights at all levels
- ❒ Sizes and types of doors and windows – show Egress windows and Safety Glazing
- ❒ Light, Ventilation and egress calculations and requirements for all rooms
- ❒ Window well dimensions for emergency escape windows below grade
- ❒ Fire Separation between house and garage
- ❒ Guardrail height and patterns
- ❒ Stairway landings, rise, run, handrail and headroom heights for interior and exterior stairs
- ❒ Building elevations with finish grade line on all sides including calculation for Height of Building measured from Average Finish Grade
- ❒ Attic and crawlspace ventilation and access
- ❒ Footing size, depth and reinforcement
- ❒ Foundation wall height, thickness and reinforcement
- ❒ Foundation sill and anchor bolts
- ❒ Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish and masonry veneer
- ❒ Floor sheathing, solid blocking and roofing
- ❒ Framing details, grade and species of lumber
- ❒ Size and material of all beams, headers and columns
- ❒ Rafter size, spacing, spans and ties and/or truss layout
- ❒ Joist size, spacing and spans (engineered joists, beams, etc. must be specifically noted by manufacturer and model)
- ❒ All light and fan locations
- ❒ All receptacles, note GCFI's
- ❒ Smoke Detector and Carbon Monoxide Detector locations
- ❒ Fireplace details
- ❒ Manufacturers installation manuals for all fuel burning appliances
- ❒ RES CHECK for all Residential Additions/Alterations/Renovations or COM CHECK for commercial
- ❒ Energy Star Certification for all New Single Family Residences and Multiple Dwellings 3 Stories or less
- ❒ **FOR DECKS:**
- ❒ Overhead view of deck and cross section of deck
- ❒ Stairway width, rise, run, landing size, handrail heights
- ❒ Guardrail height and pattern (required for decks over 30" above grade)
- ❒ Typical footing size, location depth and reinforcement
- ❒ All connection types (post to girder, ledger to house, etc.)
- ❒ Size and material of all girders and solid blocking

SECTION III

Please complete for Accessory Buildings, Garages, Sheds, Swimming Pools, Spas and Fences

Type of proposed structure.....Distance from Primary Structure.....;
Height.....(feet above grade); No. Stories.....; Overall Dimensions.....Square feet.....;
Pool Enclosure type.....: Square footage of attached decks.....:

PLOT PLAN (see attached examples)

- ❒ Lot dimensions – all sides
- ❒ Names and location of all adjacent streets
- ❒ Setback dimensions – front, rear and all sides
- ❒ Driveways, exterior stairs, landings & decks
- ❒ Location of easements or ROW's
- ❒ Location of proposed & existing structures
- ❒ Distances between buildings on lot
- ❒ North Arrow

BUILDING PLANS (2 Sets Required)

- ❒ Cross sections drawn SPECIFICALLY for this structure with materials to be used.
- ❒ Floor System and support, size, spacing, spans
- ❒ For pre-built shed submit plans from supplier showing recommended floor support/foundation type
- ❒ For pools submit pool specifications
- ❒ Pool enclosure specifications ("Fence to Code" is NOT acceptable)
- ❒ Pool Alarm Specifications
- ❒ Temporary enclosure specifications
- ❒ For fences- Sketch or manufacturers specifications acceptable

NOTE FOR POOLS. *WATER CANNOT BE PLACED IN A POOL PRIOR TO THE ERECTION OF A PERMANENT OR TEMPORARY ENCLOSURE APPROVED BY THE BUILDING DEPARTMENT. POOLS MAY NOT BE USED PRIOR TO ISSUANCE OF A CERTIFICATE OF COMPLIANCE.*

SECTION IV

Please complete for Electrical Upgrades (including free standing solar arrays), Generators-Permanent, Fuel Burning Appliances; Abandonment/Abatement or replacement of Fuel Tanks;

Type of proposed structure, appliance or work .....

Distance from Primary Structure.....; Location within the structure .....

PLOT PLAN (see attached examples) **EXCEPTION**...*Interior Work ONLY (not required to have Plot Plan)*

- ❒ Lot dimensions – all sides
- ❒ Names and location of all adjacent streets
- ❒ Setback dimensions – front, rear and all sides
- ❒ Driveways, exterior stairs, landings & decks
- ❒ Location of easements or ROW's
- ❒ Location of proposed & existing structures
- ❒ Distances between buildings on lot
- ❒ North Arrow

BUILDING PLANS (2 Sets Required)

- ❒ Manufacturers installation manuals for all fuel burning appliances
- ❒ Floor Plan showing location of Appliance or Tank
- ❒ Solar Array Plans and Specifications including Engineer's Structural Certification for Roof Mounted Arrays

SECTION V

ADDITIONAL INFORMATION

- If the applicant is not the owner a letter from the owner designating the applicant as their agent is required.
- All New Single Family Residence Applications and ALL Commercial Applications ***MUST*** include completed Plan Requirements Checklist from the Architect or Engineer.
- All New Single Family Residences and Multiple Dwellings 3 Stories or less ***MUST*** meet the current ***MINIMUM ENERGY STAR REQUIREMENTS. DOCUMENTATION FROM A CERTIFIED RATER MUST BE INCLUDED WITH APPLICATION.***
- The work covered by this application may not be commenced before the issuance of a Building Permit.
- Any septic installation shall be entirely within the boundaries of the lot.

- Applicant must file proper application with an approved third party electrical inspector for all electrical work.
- Upon approval of this application, the Building Inspector will issue a Building 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.
- Any changes to the application or the plans ***MUST*** be in writing and approved ***PRIOR*** to construction.
- 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.
- Work must begin within 6 Months of issuance of the Building Permit or Permit will be invalid and voided.
- All Building Permit Fees are non-refundable.
- ALL BUILDING CODES ARE AVAILABLE ONLINE AT: http://publicecodes.cyberregs.com/st/ny/st/index.htm
- ALL TOWN CODES ARE AVAILABLE ONLINE AT http://ecode360.com/NE1058?needHash=true

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the Code of the Town of New Paltz and in accordance with the New York State Uniform Fire Prevention and Building Code for the construction as indicated in this document. The applicant agrees to comply with all applicable laws, ordinances and regulations, adhere to the plans and specifications affixed hereto and permit the Building Department personnel to perform required inspections.

Signature of Owner/Applicant..... Date: .....

Address..... Phone.....

(If applicant is different than the owner you must attach letter of agent)

TOWN OF NEW PALTZ

BUILDING DEPARTMENT

NYS UNIFORM FIRE PREVENTION AND BUILDING CODE

COMMERCIAL AND MULTIPLE DWELLINGS

Owner/Project:
Building location:
Date:

NYS BUILDING CODE (B)
NYS FIRE CODE (F)
NYS PLUMBING CODE (P) NYS MECHANICAL CODE (M) NYS FUEL GAS CODE (FG)
NYS ENERGY CODE (E)

No	Topic	Section	Req'd or Allowed	DWG # SHOWING COMPLIANCE
1	**Occupancy**	B-302		
2	**Type of Construction** Materials Comb/Non Fire Resistance Structural Frame Bearing walls Floors Roof construction	 B-602 B-Table 601		
3	**Bldg Height & Area** Tabular Height (feet) Tabular Height (story) Tabular Area	B-503 B-Table 503		
4	**Height Modifications** Increase allowed **Total Height Allowed**	 B-504.2	Sprinkler	

No	Topic	Section	Req'd or Allowed	DWG # SHOWING COMPLIANCE
5	**Area Modifications** Area increase formula	B-506.1 Eq 5-1	$A_a = \{A_t + [A_t \times I_f] + [A_t \times I_s]\}$	
	Frontage Increase (P) perimeter of bldg (F) frontage of bldg (W) average width	B-506.2 Eq 5-2	$I_f = [F/P - 0.25]W/30$ Min 20' Max 30'	
	Sprinkler Increase Single story Multi story	B-506.3	300% ($I_s = 3$) 200% ($I_s = 2$)	
	Total Area Allowed			
6	**Area Determination** (Cumulative)	506.4	3 stories or more 3 x A_a = _____	
	Mixed Occupancy Non-separated	506.4.1	Most restrictive x 3	
	Separated uses		Sum of Ratios x 2 (2 story) X 3 (3 story)	
7	**Multiple Use Bldg** Incidental Use Areas	B-508.2 B-Tbl 508.2	No effect on Bldg Area Separate/Protect	
	Mixed Occupancy Accessory Occupancy	508.3 508.3.1	<10%, no effect on area Story height limited - T503	
	Non-separated	508.3.2	Most restrictive height and building area	
	Separated Uses Rating required	508.3.3 Tbl 508.3.3	Sum of Ratios < 1	

No	Topic	Section	Req'd or Allowed	DWG # SHOWING COMPLIANCE
8	**Atriums**	B- 404		
	Definition	B- 404.1.1		
	Sprinkler Protection	B- 404.3		
	Smoke Control	B- 404.4		
	Enclosure	B- 404.5		
	Interior Finish	B- 404.7		
	Travel Distance	B- 404.8		
9	**Location on Property**			
	Fire Separation Distance			
	Wall rating	B-Tbl 602		
	Exterior Wall Openings	B-Tbl 704.8		
10	**Fire Rated Const'n**			
	Fire Walls	B-705		
	Separate Bldgs	B-705.1		
	Party Wall	B-705.1.1		
	Fire Barrier	B-706		
	Fire Areas	B Tbl 706.3.9		
	Shaft Enclosure	B-707		
	Fire Partition	B-708		
	Smoke Barriers	B-709		
	Opening Protectives	B Tbl 715.4		
	Concealed Spaces	B-717	If combustible construction	
	Fire Blocking	B-717.2		
	Draft Stopping	B-717.3 Floors		
		B-717.4 Attics		

No	Topic	Section	Req'd or Allowed	DWG # SHOWING COMPLIANCE
11	**Interior Finishes** Wall and Ceiling Textiles Floor finishes	 B-803.1 B-Tbl 803.5 B-803.6 B-804		
12	**Interior Environment** Ventilation Light Min. Rm. Dimensions Min. Ceiling Height	 B-1203.1 B-1205.1 B-1208.1 B-1208.2		
13 (a)	**Exits - Occupant Load** Egress Width (per occupant) Number of Exits Spaces with one Buildings with one Ceiling Height Egress Illumination Emergency Power Exit Signs - where Emergency Power	B-Tbl 1004.1.1 B- 1005.1 B-Tbl 1005.1 B Tbl 1019.1 B Tbl 1015.1 B Tbl 1019.2 B- 1003.2 B- 1006.1 B-1006.3 B- 1011.1 B- 1011.5.3		

No	Topic	Section	Req'd or Allowed	DWG # SHOWING COMPLIANCE
13 (b)	**Egress Components**			
	<u>Doors</u>			
	Door Size	B- 1008.1.1		
	Door Swing	B- 1008.1.2		
	Operation (locks)	B- 1008.1.8		
	Panic Hardware	B- 1008.1.9		
	<u>Stairs</u>			
	Width	B-1009.1		
	Headroom	B-1009.2		
	Tread /Riser	B-1009.3		
	Vertical Rise	B-1009.6		
	Handrails	B-1012		
13 (c)	**Exit Access**			
	Remoteness	B-1015.2		
	Travel Distance	B-1016.1 B-Tbl 1016.1		
	Corridors			
	Fire Rating	B-1017.1 Tab 1017.1		
	Width	B-1017.2		
	Dead ends	B-1017.3		
14	**H/C ACCESS**			
	Exempt Spaces	B-1103.2		
	Route	B-1104.1		
	Multilevel exception	B-1104.4	3000SF aggregate	
	Public Entrances	B-1105.1	60% accessible	
	Parking	B-Tbl 1106.1		
	Dwelling/sleeping units	B-1107		
	Group R-1, R-2	B-1107.6		
	#/type of units	B-Tb 1107.6.1.1		
	Additional Facilities	B-1109		
	Toilet Facilities	B-1109.2		

15	**Exterior Wall** Water resistive barrier Condensation protection Class III allowed Combustible Finishes Balconies & projections	 1403.2 B-1407.3 B-Tab 1407.3.1 1406.2 B-T 1406.2.1.2 B-1406.3		
16	**Roof Assemblies** Performance Req'ts Gravel/Stone limitation Installation by Material	Chapt 15 Section 1504 B-1504.8 B-Tab 1504.8 B-1507		

17	**Structural Documentation 1603.1**				
	Topic	**Information required**	**Designer documentation**	**Required/Local conditions**	
	1603.1.1 Floor Live	Uniform distributed Concentrated Impact		Table 1607.1 1607.8	
	1603.1.2 Roof live				
	1603.1.3 Roof snow	Ground snow P_g Flat roof P_f ($P_f = .7\ P_f C_e I C_t$) Exposure C_e Importance I Thermal C_t		Fig 1608.2 ASCE 7 *Sec. 7.3* *Table 7-2* *Table 7-4* *Table 7-3*	
	1603.1.4 Wind loads	Wind speed Occupancy Category *Importance factor I* Exposure Internal pressure Components, Cladding		Fig 1609 Tab 1604.5 *ASCE 7, Tab 6-1* 1609.4	
	1603.1.5 Earthquake design	Occupancy Category *Importance Factor I* S_s and S_1 Soils/Site Class S_{ds} and S_{d1} Seismic Design Cat'y		Table 1604.5: _____ Zip _____ S_s _____ S_1 _____ SDC per Tab's 1613.5.6 (1)&(2) Completed by CEO	

Site	S_{ds} S_{d1}	SDC		
		I&II	III	IV
A				

17	**Structural Documentation 1603.1**								
	Topic	**Information required**	**Designer documentation**	**Required/Local conditions**					
		Force resisting system Design base shear Response coef't, *CS* Response factor(s), *R* Analysis procedure							
				B					
				C					
				D					
				E					
	1603.1.6 Flood load (1612.5)	Flood Hazard Y/N Elev'n lowest floor Elev'n dry floodproof High velocity wave Y/N Elev'n lowest horizontal member		FIRM/FBFM map date					
	1603.1.7 Special loads	List loads and applicable code sections							
	1603.1.8 Special Inspections (Seismic)	Submittal Required FOR: SDC ≥ C Resisting Sys SDC ≥ D Designated Sys SDC ≥ C Components							

No	Topic	Section	Req'd or Allowed	Actual

No	Topic	Section	Req'd or Allowed	Actual
18	**Fire Protection Eq'p** Supervisory Service	B-901.6		
	Sprinkler Systems Where required	F/B-903 F/B-903.2		
	Alt. Extinguishing Syst's	F/B-904		
	Standpipe Systems	F/B-905		
	Fire Extinguishers	F-906		
	Fire Alarm Systems Where required	F/B-907 F/B-907.2		
	Smoke Alarms	F/B-907.2.10		
	Visible Alarms	F-907.10.1 B-907.9.1		
	Smoke Control System	F-909		
	Smoke Vents	F-910		
	Kitchen Hood Ext'	F-609.8		

No	Topic	Section	Req'd or Allowed	Actual
19	**Plumbing Code**			
	Fixture Count	P-Tbl 403.1		
	General Requirements			
	Pipe Freezing	P-305.6		
	Pipe Hangers	P-Tbl 308.5		
	Water Supply			
	Service Pipe Size	P-603.1		
	Fixture Pipe Size	P-Tbl 604.5		
	Pipe Material	P-Tbl 605.4		
	Valves required	P-606.1, 606.2		
	Sanitary Drainage/Vent			
	DWV Pipe Material	P-702		
	Drain Fixture Units	P-Tbl 709.1		
	Bldg Drain Sizes	P-Tbl 710.1(1)		
	Stack and Branch size	P-Tbl 710.1(2)		
	Fixture vent location			
	Waste Vent Size			
	Air Admittance	P-Tbl 906.1		
	Valves	P-Tbl 910.4		
		P-917		
20	**Mechanical Code**			
	Ventilation Rates	M-Tbl 403.3		
	Propane Ventilation	M-502.9.10.1		
	Dryer Exhaust	M-504		
	Kitchen Exhaust	M-506		
	Kitchen Hoods	M-507	Type 1 hood	
	Kitchen Make-Up Air	M-508		
	Cooking Fire Supres'n	M-509		
	Plenums	M-602		
	Fire & Smoke	M-607.5		
	Dampers			
		M-701		
	Combustion Air	M-202		
	Confined Spaces–Def.			

No	Topic	Section	Req'd or Allowed	Actual
21	**Fuel Gas Code** Appliance Location Combustion Air Clearance Reductions Pipe Material Shut Off Valves Chimney Termination Gas Vent Termination Exit Terminal Location Clothes Dryer Exhaust Unvented Room Heater	 FG-303 FG-304 FG-Tbl 308.2 FG-403 FG-409 FG-Fig. 503.5.4 FG-Fig. 503.6.4 FG-503.8 FG-614 FG-621		
22 (a)	**Energy Code** Climate Zone <u>Compliance Path</u> ☐ ASHRAE ☐ Prescriptive ☐ Total Performance (Mandatory issues) ☐ ComCheck	 E-Tab 301.1 *ASHRAE* E-502 - 505 E-506 E-501.2 except Software		

No	Topic	Section	Req'd or Allowed	Actual
23 (b)	**Energy Code** Prescriptive			
	Building Envelope	E-502		
	Opaque elements	E-Tab 502.2(1)		
	Fenestration	E-Tab 502.3		
	Vapor retarder	E-502.5		
	Mechanical System	E-503		
	Service Water Heating	E-504		
	Lighting and Power	E-505		