

# WHAT DO I NEED TO SUBMIT MY APPLICATION?

If you have never applied for a building permit, it can seem overwhelming.

The Uniform Fire Prevention and Building Code mandate the construction documents that are necessary for issuance of all building permits. Other factors such as local protection laws require additional information.

The following is intended to help guide you to collect and submit as much information that may be necessary for the Building Inspector to consider an application complete enough for a final review and issuance of a Building Permit.

**\*\*For New Single Family Residences and All Commercial construction contact our office for requirements.\*\***

## Required forms

- Fully completed building permit application, signed by the owner or applicant
- If the Applicant is not the Owner, submit an Owners Authorization form which is attached to the building permit application.
- Proof of Workman's Compensation insurance and NYS Disability for the contractor doing the work. If the contractor is exempt from workman's compensation, then submit their exemption form CE-200. This form can be found on the NYS website at; [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/wc\\_db\\_exemptions.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp)
- When you are doing the work yourself, complete and submit Affidavit of Exemption included in the building permit application.

## Required Construction Documents- TWO COPIES

**Plot Plan/Survey** – All work that will affect the lot (i.e., sheds, pools, decks, additions, new structures, and so forth) is required to have a plot plan/survey.

**Electrical upgrades** – A description of the work to be performed and a floor plan showing the work if applicable.

**Fence** – In addition to the survey showing the location, indicate the height and include a cut-sheet of the fence.

**Sheds 400 s/f or less(pre-built)** – In addition to the survey showing the location and the proposed setbacks from the property lines, principal structure and any other buildings, include a picture of the shed indicating the size and door types. The purpose of the door types is any overhead door changes the type of building from a shed to a garage. Garages are not permitted to have combustible floors.

**Sheds 400 s/f or less (built on site)** –In addition to the survey showing the location and the proposed setbacks from the property lines, principal structure and any other buildings, include a foundation plan, floor plan, elevation plan, and section plan. All drawings must show dimensions, footing sizes, lumber sizes, window and door type and electrical information if applicable.

**Decks**–In addition to the survey showing the location and the proposed setbacks from the property lines, include an overhead view of deck and cross section, stairway width, rise, run landing size, handrail height, guardrail height and pattern, footing size, location depth and reinforcement, all connection types (post to girder, ledger to house and so on), size and material of all posts, girders, ledgers and solid blocking and bracing detail.

**Oil/Storage tank removal/abatement/installation**– Survey showing the location of in-ground oil tank to be removed. Floor plan showing the location of new tank to be installed. If installed in the same room as a boiler, show the distance to the boiler. If installed in a garage, show location and type of vehicle protection. Include manufactures installation guide for a new tank.

**Wood/Pellet/Gas Stoves (Fuel-burning appliances)** –Floor plan showing the location of the proposed appliance, setbacks to combustible materials, hearth size and construction. Manufacturers installation manual is also required.

**Generators/Boilers and other fuel burning appliances**–Floor plan or plot plan showing the location of the appliance and setback distances to combustibles, structures, windows, doors, vents and so on as applicable to the application. Manufacturers installation manual is also required.

**Pools/spas & hottubs** –In addition to the survey showing the location and the proposed setbacks from the property lines, principal structure and any other buildings, include manufactures brochure for above ground pools. If proposing a deck, see above deck requirements. For in-ground pools submit the engineered drawings for the pool, the manufacturer's information on the heater if applicable, the fence specifications, the pool alarm specifications and the temporary enclosure specifications. Fence requirements can be found in SECTION R326.5 of the 2017 NYS Supplement Go to;

<https://www.dos.ny.gov/DCEA/pdf/2017%20Uniform%20Code%20Supplement-10-2017.pdf>

For spas & Hottubs include the Manufacturers installation manual and the cover specifications.

**Alterations/Renovations and Accessory Buildings over 400 s/f** –The following is a list of items which need to be included on all plans, if applicable, to the work to be performed.

- ☐ 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 or equivalent for all Residential Additions/Alterations/Renovations
- ☐ **FOR DECKS: see above**