

Town of Richmondville Building Permit Application

104 Municipal Ln. Richmondville, NY 12149
Phone: 518-294-5515 FAX: 518-618-4317

For Office Use Only

File # _____ Date _____
District _____ SBL # _____
Address _____
Floodplain ___ Yes ___ No

Information about you

Name _____ Phone # _____
Address _____ Cell # _____
City _____ State _____ Zip _____
E-Mail _____
Estimated cost of your project _____
Street Address of your project _____

What do you want to do?

Build Repair Renovate Alteration Addition Demolish

Please explain what you want to do. (Keep it simple.)

What type of structure are you working on?

Single-Family House Multi Family Residence Commercial
 Accessory Building Pool Deck Other _____
 Dimensions H _____ W _____
L _____ Sq.ft. _____

What will your structure be used for?

Home Business Apartments Other _____

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Who is doing the work?

Owner Contractor

Note: If you are using a contractor, we need their New York State Workers Compensation certificate and so do you.

If the owner is doing the work, we need a completed exemption form (blank form is in the back of this packet).

Do you own the property?

Yes No

Note: If you do not own the property we need the owner's written permission for you to apply (blank form is in the back of this packet).

What we need from you:

1. Plot plan. (Show us where the building is or will be located on your land.)
2. Two sets of plans or drawings. (If estimated cost of your project is over \$20,000 you need a design professional.)
3. Dimensions of work area or structure.
4. A list of materials. (See charts on the next page.)
5. Fill out only the chart sections that apply to your project.
6. A copy of your tax map. (We can help you.)

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Foundation

	Dimensions	Drain	Reinforcement	Type	Insulation
<u>Example</u>	<u>16wide X 8 thick</u>	<u>4" PVC</u>	<u># 4 rebar</u>	<u>Concrete 2500 lb mix.</u>	<u>2" foam</u>
Footer					
Wall					
Floor					

Structural

	Dimensional lumber	Spacing	Insulation	Sheathing	Span
<u>Example</u>	<u>2x6 Pine</u>	<u>16oc</u>	<u>R-21</u>	<u>½ plywood</u>	<u>8 feet</u>
Exterior Walls					
Interior walls					
Floor 1st					
Floor 2nd					
Roof					
Ceiling Joists					
Trusses					

Plumbing

	Fixtures	Drain size	Vent size	Insulation
<u>Example</u>	<u>1 sink, 1 toilet, 1 vanity</u>	<u>2 inch</u>	<u>1 ½ inch</u>	<u>Yes on hot water</u>
Bathroom 1				
Bathroom 2				
Kitchen				
Laundry				

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What type of heat will you have?

- Oil Natural Gas Propane Electric Wood Other

Do you know the BTU rating of the appliance?

Yes What is it? _____

No

What type of hot water?

- Electric Natural Gas Propane Wood Other _____

Other Information we may need from you.

Please check the box if applicable and include on your drawing.

Smoke detectors? 1 in every bedroom and outside every sleeping area, 1 on every floor and basement.

CO detector? 1 in the lowest level and outside sleeping area and by every source.

Vapor barriers? May be required

House wrap?

Electrical work? If yes, an electrical inspector will need to inspect.

Stairs? Maximum rise 8¼". Minimum tread 9", Minimum 36" wide

Handrails? May be required.

Appliance shut off?

Ground fault circuits?

Trusses? We need a copy of the truss certificate. Your supplier can help.

Elevation certificate (If your property is in the floodplain).

DOH approved engineered septic.

Well placement and log.

If commercial, Knox Box and location.

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_____, **being duly sworn**, deposes and says that he/she is the applicant above named. He/she is the **owner** or **agent of said owner** or owners, and is duly authorized to perform or have performed the proposed work, and to make and file this application; that all statements contained in this application package are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

The applicant recognizes that it may be necessary for Town Staff or members of the Planning Board, and/or the Zoning Board of Appeals to conduct an onsite visit of the exterior and /or interior of the property that is the subject of the application.

The applicant hereby agrees that such on-site visit(s) may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Town Staff and/or Boards/Commission members.

The applicant further agrees, that by submitting this application, the applicant shall hold harmless the Town of Richmondville, the Town Staff and/or Boards /Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

Sworn to before me this _____ day of _____ in the year _____.

Signature of Applicant

Signature of Notary Public

For Office Use Only:

Permit Fee: _____

Receipt of \$ _____, Check # _____

From _____