

BUILDING PERMIT SUBMISSION CHECKLIST

NEW SINGLE-FAMILY RESIDENCE
 NEW TWO-FAMILY RESIDENCE
 NEW MULTIPLE SINGLE FAMILY (TOWNHOUSE)

PROJECT SITE ADDRESS _____ ZONING DISTRICT _____

CHECKLIST PREPARED BY: _____ PREPARER'S PHONE NO.: _____

ALL ITEMS BELOW MUST BE CHECKED EITHER "YES", "NO" or "N/A". A separate checklist, must accompany each application for a building permit. All items checked "YES" shall accompany the application form at the time of submission to the building department.

Until the application is deemed complete it may be rejected by the building department and returned to the applicant. Acceptance of a permit submission as complete does not imply or guarantee that a permit will be issued.

| | YES | NO | N/A |
|--|-----|----|-----|
| 1. Building permit form completed and with required signatures from the property owner, contractor and applicant. | | | |
| 2. Base fee of \$175.00 per unit, check made payable to <i>Commissioner of Finance</i> . (Additional fee of \$.35 per square foot will be calculated by inspector during review) | | | |
| 3. Water service connection fee agreement dated and signed by the property owner and by a Department of Public Works representative. | | | |
| 4. Window schedule (use attached or include on drawings) | | | |
| 5. Natural light, ventilation and emergency egress calculation sheet (use attached or include on drawings) | | | |
| 6. Energy code compliance report, bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect. Specify compliance path: _____ | | | |
| 7. Energy code inspection checklist. | | | |
| 8. Property survey, with the proposed house located, in compliance with the zoning ordinance, showing all setbacks to property lines, any easements, etc (include all building projections such as decks, porches, steps, roof overhangs, chimneys, etc) The survey must show the location of all proposed silt fences and construction entrance. The silt fence and construction entrance must be installed and maintained in accordance with the NYS Standards and Specifications for Erosion and Sediment Control. The seal and signature of the N.Y.S. licensed land surveyor is required. | | | |
| 9. Septic system permit application form completed and with signatures from the property owner and the contractor. | | | |
| 10. Septic system design certified by a N.Y.S. licensed professional engineer. Show accurate distances to all existing and proposed wells and septic systems on the subject parcel and on contiguous parcels. | | | |
| 11. Well completion report and well test results. | | | |
| 12. One complete set of building plans, each sheet bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect. The set shall include, but not be limited to the following drawings: (a) foundation plan; (b) floor plans – all levels; (c) cross-sections; (d) details; (e) elevations; (f) floor framing; (g) roof framing; (h) codes specifications | | | |
| 13. Plumbing permit application (included in this form) | | | |
| 14. Proof of insurance. (see application) | | | |
| 15. Completed Zoning Compliance Chart | | | |

FOR STAFF USE ONLY:

HISTORIC REVIEW DISTRICT YES NO ARCHITECTURAL REVIEW DISTRICT YES NO ZONING VARIANCE YES NO
 ***** **Application will not be reviewed until required Land Use Board approvals have been obtained**

SUBMISSION ACCEPTED FOR REVIEW DATE _____ TIME _____ BY _____

ACCEPTED BY (SIGNATURE) _____



APPLICATION FOR BUILDING PERMIT

BUILDING DEPARTMENT
Saratoga Springs, NY 12866
Telephone (518)587-3550 Ext. 2511

BUILDING.OFFICE@SARATOGA-SPRINGS.ORG

For Office Use Only

File # _____
Application # _____
Date Applied _____
Permit # _____
Issue/deny date _____

Permit Type – check line that applies:

Single Family _____
Two Family _____
Townhome _____

Application Fee _____
(Fireplace \$50/ea Elevator \$50/ea)

Job Site _____

Zoning Information

Zoning District _____ Sect-Blk-Lot _____
Lot Width _____ Lot Area _____
No. of Bedrooms _____ 1st Floor Area _____
No. of Stories _____ 2nd Floor Area _____
Bldg. Height _____ Basement Area _____

Yard Dimensions for Principal Building

Front _____ Rear _____ Left _____ Right _____

Accessory Building – Distance To

Principal Building _____ Left lot line _____
Rear lot line _____ Right lot line _____

Property Owner: CID# _____

Name _____

Address _____

Phone _____

Email _____

Signature _____

Applicant:

Name _____

Address _____

Phone _____

Email _____

Signature _____

Contractor: CID# _____

Name _____

Address _____

Phone _____

Fax _____

Email _____

Signature _____

Design Professional CID# _____

Name _____

Address _____

Phone _____

Fax _____

Email _____

ADDRESS/LOCATION _____

Is the job site in a floodplain? _____
 Is this job site in a historic district? _____
 If so, DRC approval date _____
 Is this job site in an architectural district? _____
 If so, date of approval _____
 Does application require approval ZBA approval? _____
 If so, date of approval _____
 Does application require the city planning board approval?
 If so, date of approval _____
 (Ex: site plan, subdivision, special permit)

| Construction Costs | |
|--------------------|----------|
| Basic Improvement | \$ _____ |
| Electrical | \$ _____ |
| Heating | \$ _____ |
| Plumbing | \$ _____ |
| Other | \$ _____ |
| Total Cost | \$ _____ |

HEATING SYSTEM

TYPE _____ FUEL _____
 VENT-MATERIAL _____ SIZE _____

SEWER – TYPE – CITY _____ PRIVATE _____
 DESCRIBE (DRAW ON SITE PLAN) _____

WATER SUPPLY – CITY _____ PRIVATE _____

CHIMNEY AND/OR FIREPLACE : MATERIAL _____ FLUE SIZE _____

GARAGE TYPE : ATTACHED _____ DETACHED _____ UNDER _____ NO. CARS _____

GARAGE/DWELLING SEPARATION : DOOR TYPE _____ HR. FIRE RATING _____
 MATERIALS: _____ HR. FIRE RATING _____

PORCH: FOOTING _____ FOUNDATION _____

1. Indicate quantities of each fixture and/or plumbing component below for review purposes only.

| Plumbing fixture/Component | Quantity | Plumbing fixture/Component | Quantity |
|-----------------------------------|----------|----------------------------|----------|
| water closet | | laundry tray | |
| bidet | | dishwasher | |
| urinal | | floor drain | |
| lavatory | | washing machine connection | |
| bath tub (with or without shower) | | hot water tank | |
| shower stall | | hot tub or jacuzzi | |
| showers (group) – per head | | roof drain | |
| hose bibb | | Gas Line | |
| kitchen sink | | | |
| | | | |

****Please note that all applications granted approval by the Design Review Commission and/or the Zoning Board of Appeals shall expire within eighteen months unless a building permit is issued and actual construction has begun (section 240-7.12)***

Application is hereby made to the Building Department for the issuance of a building permit for construction as herein described, pursuant to provisions of the Zoning Ordinance of the City of Saratoga Springs and in accordance with the N.Y. State Uniform Fire Prevention and Building Code which is applicable to new construction of buildings, and to conversions, additions and alterations to buildings. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections.

The following regulations shall apply:

- A. This application shall be completed and signed by the property owner, applicant and contractor and submitted to the Building Department.
- B. This application must be accompanied by:
 1. Plot plan showing lot dimensions, existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines, and all other pertinent details of the property. A copy of a legal survey is required for all new construction and may be required at the discretion of the building inspector for all projects as deemed necessary.
 2. One complete set of plans and specifications for the proposed construction, each plan bearing the signature and seal of a New York State Registered architect or licensed professional engineer, (exception: projects where no structural work is necessary and expenditures are minor, in accordance with the State Education Law). For all new construction completed checklists shall be submitted (see attached).
- C. Insurance requirements:
 1. **For general contractors** acting in the capacity of a general contractor: a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the City of Saratoga Springs as an Additional Insured and Certificate Holder.
 2. **For Homeowners** acting as general contractors: see Homeowners Insurance Requirements.
 3. All applicants must provide proof of NYS Statutory Workers Compensation (form C105.2) and Disability Insurance (form DB120.1) or a waiver of same as determined by the NYS Workers Compensation Board (Homeowners – form BP-1; Contractors – form CE-200).
- D. Application fee as required by the City Code and as calculated by the building department, shall be paid by check or money order (payable to “Commissioner of Finance”.) Base Fee \$150.00 plus \$.25/sf.
- E. Work covered by this application shall not commence prior to permit issuance.
- F. Occupancy of any building or premises to which this application applies shall not occur prior to the issuance of a required Certificate of Occupancy.
- G. Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- H. All required inspections must be scheduled at least 24 in advance by contacting the Building Department at 518-587-3550 x2511. (Note; before subsequent inspection requests will be scheduled, all prior inspections shall have passed). See attached card for required inspections included with building permit when issued.
- I. The building permit is effective for two years from the date of issuance unless a different period of time is specified.

REQUIRED: PLEASE PROVIDE A BRIEF DESCRIPTION OF THE SCOPE OF WORK:

HOLD HARMLESS:

The Individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work covered by this building permit application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant, its contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors.

_____ **INITIAL**

RESIDENTIAL ZONING COMPLIANCE CHART

Area and Bulk Schedule

REQUIRED WITH PERMIT APPLICATION FOR NEW CONSTRUCTION, ADDITIONS, DECKS AND ACCESSORY STRUCTURES.

Step 1. Highlight the row containing your zoning district's area and bulk schedule information.

| ZONING DISTRICT | MINIMUM LOT SIZE SQUARE FEET (SF) | MINIMUM AVERAGE WIDTH (FT.) | MAXIMUM BUILDING COVERAGE PERCENTAGE | | MIN. YARD SETBACK (FEET) | | | | PRINCIPAL BUILDINGS | | MINIMUM DISTANCE TO ACCESSORY BUILDING (FEET) | | | | MINIMUM % TO REMAIN PERMEABLE |
|-----------------|-----------------------------------|-----------------------------|--------------------------------------|---------------|--------------------------|------|-----------|------------|---|--------------------|---|----------------|---------------|---------------|-------------------------------|
| | | | PRINCIPAL BLDG. | ACCESS. BLDG. | FRONT | REAR | EACH SIDE | TOTAL SIDE | MINIMUM 1 ST FLOOR AREA (SF) | MAX. HEIGHT (FEET) | PRINCIPAL BUILDING | FRONT LOT LINE | SIDE LOT LINE | REAR LOT LINE | |
| RR (F) | 2 acres | 200 | 15 | 5 | 60 | 100 | 30 | 100 | ---- | 35 | 5 | 60 | 30 | 50 | 80 |
| SR-1 (F) | 40,000 | 125 | 20 | 8 | 40 | 40 | 15 | 35 | ---- | 35 | 5 | 40 | 10 | 10 | 40 |
| SR-2 | 20,000 (A) | 100 | 25 | 8 | 30 | 30 | 12 | 30 | ---- | 35 | 5 | 30 | 5 | 5 | 30 |
| UR-1 | 12,500 (A) | 100 | 20 | 8 | 30 | 30 | 12 | 30 | 1 Story = 1,100 2 Story = 800 | 60 | 5 | 30 | 5 | 5 | 30 |
| UR-2 | 6,600 (A) | 60 | 30 | 10 | 10 | 25 | 8 | 20 | 1 Story = 900 2 Story = 700 | 60 | 5 | 10 | 5 | 5 | 25 |
| UR-3 | 6,600 1-unit / 8,000 2-units | 60 1-unit / 80 2-units | 30 | 10 | 10 | 25 | 4 | 12 | 1 Story = 1,200 2 Story = 800 | 60 | 5 | 10 | 5 | 5 | 25 |
| UR-4 | 3,000/DU | 100 | 25 | 15 | 25 | 25 | 20 | 45 | 1 Story = 1,800 2 Story = 1,200 | 70 | 10 | 25 | 5 | 5 | 15 |
| UR-4A | 2,000/DU | 60 1-unit / 80 2-units | 30 | 10 | 10 | 25 | 4 | 12 | 1 Story = 1,200 2 Story = 800 | 70 | 5 | 10 | 5 | 5 | 15 |
| UR-5 | 3,000/DU | 100 | 25 | 15 | 25 | 25 | 20 | 45 | 1 Story = 1,800 2 Story = 1,200 | 185 | 20 | 20 | 10 | 10 | 15 |
| UR-6 | 4,800 | 60 | 30 | 10 | 25 | 25 | 8 | 20 | 900 | 35 | 5 | 25 | 5 | 5 | 25 |
| UR-7 | 4,000 | 50 | 45 | 10 | 10 | 10 | 4 | 8 | 1,000 | 35 | 5 | 10 | 5 | 5 | 20 |
| NCU-1 | 6,600 1-unit / 8,000 2-units | 60 1-unit / 80 2-units | 30 | 10 | 10 | 25 | 4 | 12 | 1 story = 1,200 2 story = 800 | 60 | 5 | 10 | 5 | 5 | 25 |
| NCU-2 | 6,600 1-unit / 8,000 2-units | 60 1-unit / 80 2-units | 30 | 10 | 10 | 25 | 4 | 12 | 1 story = 1,200 2 story = 800 | 60 | 5 | 10 | 5 | 5 | 25 |
| NCU-3 | 3,000/DU | 60 (H) | 30 | 10 | 10 (I) | 25 | 4 (J) | 12 | 1 story = 1,800 2 story = 1,200 | 50 | 5 | 10 | 5 | 5 | 20 |

Step 2. Provide this information as it pertains to your proposed scope of work in your zoning district.

| | | | | | | | | | | | | | | | |
|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Your District | | | | | | | | | | | | | | | |
|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|