

**BUILDING PERMIT SUBMISSION CHECKLIST**  
 ALTERATIONS / ADDITIONS COMMERCIAL BUILDING  
 ALTERATIONS / ADDITIONS MULTIPLE-FAMILY RESIDENCE

PROJECT SITE ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

CHECKLIST PREPARED BY: \_\_\_\_\_ PREPARER'S PHONE NO.: \_\_\_\_\_

**ALL ITEMS BELOW MUST BE CHECKED EITHER "YES", "NO", "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 and applicant.   |     |    |     |  |
| 2. Please see fee schedule on page #2. Base fee required with application submission.   |     |    |     |  |
| 3. Energy code compliance report, bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect.<br><br>Specify compliance path: _____  |     |    |     |  |
| 4. Energy code inspection checklist.  |     |    |     |  |
| 5. Septic system permit application form completed and with signatures from the property owner and the contractor.  |     |    |     |  |
| 6. Site plan approval from Planning Board.  |     |    |     |  |
| 7. Special permit approval from Planning Board.   |     |    |     |  |
| 8. Architectural review approval from:<br>Planning Board      Design Review Commission  |     |    |     |  |
| 9. Historic review approval from Design Review Commission.  |     |    |     |  |
| 10. Zoning Board of Appeals approval.   |     |    |     |  |
| 11. 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) structural plans; (b) floor plans – all levels; (c) cross-sections; (d) details; (e) elevations; (f) schedules; (g) HVAC; (h) electrical; (i) plumbing; (j) codes specifications; (k) fire protection systems; (l) complete code summary |     |    |     |  |
| 12. In accordance with section 1704 of the Building Code of New York State, a statement of special inspections shall be prepared by the registered design professional, to include: a complete list of materials and work requiring special inspections; the inspections to be performed; and a list of the individuals, approved agencies or firms intended to be retained for conducting such inspections.  |     |    |     |  |
| 13. Other:  |     |    |     |  |

|                                |            |            |
|--------------------------------|------------|------------|
| <b>FOR STAFF USE ONLY:</b>     |            |            |
| SUBMISSION ACCEPTED FOR REVIEW | DATE _____ | TIME _____ |
| ACCEPTED BY(SIGNATURE) _____   |            |            |



**APPLICATION FOR BUILDING PERMIT**

**CITY OF SARATOGA SPRINGS  
BUILDING DEPARTMENT  
474 Broadway - Suite 32  
Saratoga Springs, NY 12866  
Telephone (518)587-3550 Ext. 2510  
KATHLEEN.FARONE@SARATOGA-SPRINGS.ORG**

**For Office Use Only**

FILE # \_\_\_\_\_  
APPLICATION # \_\_\_\_\_  
ENTERED DATE \_\_\_\_\_  
PERMIT # \_\_\_\_\_  
ISSUED DATE \_\_\_\_\_  
COMMERCIAL \_\_\_\_\_  
ADDITION \_\_\_\_\_  
ALTERATION \_\_\_\_\_  
APPLICATION FEE \_\_\_\_\_  
PAID \$ \_\_\_\_\_ INS \_\_\_\_\_

Job Site \_\_\_\_\_

**Zoning Information**

Zoning District \_\_\_\_\_ Sect-Blk-Lot \_\_\_\_\_  
Lot Width \_\_\_\_\_ Lot Area \_\_\_\_\_  
No. of Bedrooms \_\_\_\_\_ 1<sup>st</sup> Floor Area \_\_\_\_\_  
No. of Stories \_\_\_\_\_ 2<sup>nd</sup> 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:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
CID# \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
CID # \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
CID # \_\_\_\_\_

**Design Professional:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
CID# \_\_\_\_\_

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 a 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            | \$ _____ |
| Other              | \$ _____ |
| Total Cost         | \$ _____ |

INDICATE QUANTITIES OF EACH FIXTURE AND/OR PLUMBING COMPONENT BELOW:

| 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                      |          |                            |          |
|                                   |          |                            |          |

Minor Alterations: No structural work. Reconfiguration of space or occupancy change only.  
 Base fee \$220.00 plus \$.30/SF

Major Alterations: Group 1 Occupancy Classification (F-2, R-3, R-4, S-2, U ) Base fee \$350.00/tenant plus \$.35/SF of floor area  
 Group 2 Occupancy Classification (A-2, A-3, A-4, B, E, F-1, I-1, I-2, I-4, M, R-2, S-1) Base fee \$350.00/  
 plus \$.35/SF floor area.  
 Group 3 Occupancy Classification (A-1, A-5, H, I-3, R-1) Base fee \$450.00/  
 tenant plus \$.45/SF floor area

**\*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 and the applicant, 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:
  - Contractor must provide: (a) **certificate of liability insurance showing a one million dollars per occurrence and two million dollars aggregate, with the City of Saratoga Springs listed as additional insured and certificate holder;** (b) **certificate of workers compensation insurance, on either the State approved C-105.2 form or the U-26.3 form;** (c) **certificate of disability insurance, on either the State approved DB-120.1 or DB-155 form;** (d) If needed, Form CE-200 for WC/DB exemption is found at [www.wcb.ny.gov](http://www.wcb.ny.gov).
- 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".) Work covered by this application shall not commence prior to permit issuance.
- E. Occupancy of any building or premises to which this application applies shall not occur prior to the issuance of a required Certificate of Occupancy.
- F. 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.
- G. Building Department shall be notified (minimum notice – 24 hours in advance) according to this required schedule of inspections. (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.
- H. The building permit is effective for two years from the date of issuance unless a different period of time is specified.

**SPECIFICATIONS & MATERIALS CHART**

| <b>GENERAL</b>                      | <b>SIZE</b> | <b>MATERIAL</b> | <b>SPECIFICATIONS</b> | <b>OTHER</b>    |
|-------------------------------------|-------------|-----------------|-----------------------|-----------------|
| -FOOTINGS                           |             |                 | psi                   |                 |
| DRAIN                               |             |                 | going to:             |                 |
| -SLAB                               |             |                 | psi                   |                 |
| -FOUNDATION WALL                    |             |                 | psi                   |                 |
| WATERPROOFING                       |             |                 |                       |                 |
| VENT                                |             |                 |                       |                 |
| -COLUMNS/PIERS                      |             |                 | psi                   |                 |
| -GIRDERS/BEAMS                      |             |                 |                       |                 |
| -EXTERIOR WALL STUD                 |             |                 | o.c.                  |                 |
| -INTERIOR WALL STUD                 |             |                 | o.c.                  |                 |
| -FLOOR JOIST, 1 <sup>st</sup> FLOOR |             |                 | o.c.                  |                 |
| -FLOOR JOIST, 2 <sup>nd</sup> FLOOR |             |                 | o.c.                  |                 |
| -CEILING JOIST                      |             |                 | o.c.                  |                 |
| -ROOF RAFTER                        |             |                 | o.c.                  |                 |
| -COLLAR TIES                        |             |                 | o.c.                  |                 |
| -RIDGE BEAM                         |             |                 |                       |                 |
| -FLOOR SHEATHING                    |             |                 |                       |                 |
| -WALL SHEATHING                     |             |                 |                       |                 |
| -ROOF SHEATHING                     |             |                 |                       |                 |
| UNDERLAYMENT                        |             |                 |                       |                 |
| <b>INSULATION</b>                   | <b>SIZE</b> | <b>MATERIAL</b> | <b>VAPOR BARRIER</b>  | <b>R-FACTOR</b> |
| -FOUNDATION - OUTSIDE               |             |                 |                       |                 |
| -FOUNDATION - INSIDE                |             |                 |                       |                 |
| -UNDER SLAB                         |             |                 |                       |                 |
| -EXTERIOR WALLS                     |             |                 |                       |                 |
| -CEILING/ROOF                       |             |                 |                       |                 |
| <b>FINISH WORK</b>                  | <b>SIZE</b> | <b>MATERIAL</b> | <b>UNDERLAY</b>       | <b>OTHER</b>    |
| EXTERIOR WALLS                      |             |                 |                       |                 |
| INTERIOR WALLS                      |             |                 |                       |                 |
| FLOOR                               |             |                 |                       |                 |
| CEILING                             |             |                 |                       |                 |
| ROOF                                |             |                 |                       |                 |
| <b>MISCELLANEOUS</b>                | <b>SIZE</b> | <b>MATERIAL</b> | <b>SPECIFICATIONS</b> | <b>OTHER</b>    |
|                                     |             |                 |                       |                 |
|                                     |             |                 |                       |                 |
|                                     |             |                 |                       |                 |



\*\* LOCATE MAIN BLDG, ACCESSORY BLDGS, AND ANY ADDITIONS, GIVING ALL PERTINENT YARD DIMENSIONS

