

# 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 \$165.00 per unit, check made payable to <i>Commissioner of Finance</i> . (Additional fee of \$.30 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

**KATHLEEN.FARONE@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 \$20/ea Elevator \$50/ea)

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:** CID# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_

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)

<b>Construction Costs</b>	
Basic Improvement	\$ _____
Electrical	\$ _____
Heating	\$ _____
Plumbing	\$ _____
Other	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

**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 to determine fees in addition to the basic charges:

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.



# 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 <sup>ST</sup> 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															
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