BUILDING PERMIT SUBMISSION CHECKLIST
NEW MULTIPLE-FAMILY RESIDENCE
NEW COMMERCIAL BUILDING

PROJECT SITE ADDRESS_____________________________ ZONING DISTRICT_____________________________________

CHECKLIST PREPARED BY:__________________________ PREPARER’S PHONE NO.:______________________

ALL ITEMS BELOW MUST BE CHECKED EITHER “YES”, “NO”, “N/A”, or “PBA” (pending board approval – only where applicable). 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>PBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building permit form completed and with required signatures from the property owner, applicant and contractor.</td>
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<tr>
<td>2. Base fee of $300.00 (per unit) check made payable to Commissioner of Finance. The $.35/sf calculation will be figured during review by the inspector.</td>
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<td>3. Water service connection fee agreement dated and signed by the property owner and by a Department of Public Works representative.</td>
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<td>4. Energy code compliance report, bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect.</td>
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<td>Specify compliance path:______________________________________________</td>
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<td>5. Energy code inspection checklist.</td>
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<td>6. Septic system permit application form completed and with signatures from the property owner and the contractor.</td>
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<td>7. Well completion report and well test results.</td>
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<td>7. Site plan approval from Planning Board.</td>
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<td>8. Special permit approval from Planning Board.</td>
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<td>9. Architectural review approval from: Planning Board Design Review Commission</td>
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<tr>
<td>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</td>
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<tr>
<td>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.</td>
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<td>13. Other:</td>
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</tbody>
</table>

FOR STAFF USE ONLY:
SUBMISSION ACCEPTED FOR REVIEW DATE________________ TIME________________
ACCEPTED BY (SIGNATURE)_________________________________________________
APPLICATION FOR BUILDING PERMIT
CITY OF SARATOGA SPRINGS
BUILDING DEPARTMENT
City Hall- 474 Broadway
Saratoga Springs, NY 12866
Telephone (518)587-3550 Ext. 2511 Fax (518)580-9480
KATHLEEN.FARONE@SARATOGA-SPRINGS.ORG

For Office Use Only
FILE # ____________________
APPLICATION # ____________________
ENTERED DATE ____________________
PERMIT # ____________________
ISSUED DATE ____________________
COMMERCIAL NEW ____________________
APPLICATION FEE ____________________
PAID $ ___________ INS ___________

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 ____________________________
Address ________________________________________
____________________________________________________
Phone ____________________________
Email ____________________________
Signature ____________________________

Contractor:
CID # ____________
Name ____________________________
Address ____________________________________________
____________________________________________________
Phone ____________________________
Fax ____________________________
Email ____________________________
Signature ____________________________

Design Professional:
CID# ____________
Name ____________________________
Address ________________________________________
____________________________________________________
Phone ____________________________
Fax ____________________________
Email ____________________________
Signature ____________________________
APPLICATION FOR PLUMBING PERMIT

PLUMBING CONTRACTOR INFORMATION

CID# _______________________

COMPANY NAME _____________________________

PHONE _________________________

ADDRESS ____________________________

EMAIL ____________________________

MASTER PLUMBER _____________________________

PLUMBER’S SIGNATURE

NOTE: FIXTURE INFORMATION IS REQUIRED AT THIS TIME AND WILL BE VERIFIED DURING PERMIT REVIEW.
PLUMBING CONTRACTOR INFORMATION IS REQUIRED TO ISSUE THE PLUMBING PERMIT. IF PLUMBING CONTRACTOR INFORMATION IS NOT KNOWN AT THIS TIME, IT MAY BE PROVIDED AT A LATER DATE, PRIOR TO START OF WORK.

CALCULATION OF PLUMBING PERMIT FEE

1. BASIC CHARGE BY OCCUPANCY TYPE:

   COMMERCIAL # OF DWELLING UNITS ______ X $100.00 PER UNIT = __________

2. Indicate quantities of each fixture and/or plumbing component below to determine fees in addition to the basic charges:

<table>
<thead>
<tr>
<th>Plumbing fixture/Component</th>
<th>Quantity</th>
<th>Plumbing fixture/Component</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>water closet</td>
<td></td>
<td>laundry tray</td>
<td></td>
</tr>
<tr>
<td>bidet</td>
<td></td>
<td>dishwasher</td>
<td></td>
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<tr>
<td>urinal</td>
<td></td>
<td>floor drain</td>
<td></td>
</tr>
<tr>
<td>lavatory</td>
<td></td>
<td>washing machine connection</td>
<td></td>
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<tr>
<td>bathtub (with or without shower)</td>
<td></td>
<td>hot water tank</td>
<td></td>
</tr>
<tr>
<td>shower stall</td>
<td></td>
<td>hot tub or jacuzzi</td>
<td></td>
</tr>
<tr>
<td>showers (group) – per head</td>
<td></td>
<td>roof drain</td>
<td></td>
</tr>
<tr>
<td>hose bibb</td>
<td></td>
<td>Gas Line</td>
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<tr>
<td>kitchen sink</td>
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</tr>
</tbody>
</table>

   Total # of fixtures and/or components: __________ x $10.00 per item = __________

   Add all dollar amounts in the far right column for items 1 & 2

   Total fee amount = __________
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.

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.
Plumbing Permit

Application is hereby made for the issuance of a permit for the installation, alteration or repair of a plumbing system (including any part thereof) within a building or structure on private property in the City of Saratoga Springs, pursuant to Chapter 171 of the Code of the City of Saratoga Springs. The owner and contractor agree to comply with all applicable provisions of the International Plumbing Code, and agree to arrange for authorized City inspectors to enter the premises for all required inspections. The following shall also apply:

1. The appropriate permit fee, as calculated on page (4) four of this form (check made payable to Commissioner of Finance), must accompany application.
2. Plumbing work for which this permit application is made shall not commence prior to permit issuance. Minimum 24-hour notice is required for all inspections.
3. Copy of a master plumber’s license
4. Required inspections may include, but are not limited to:
   a. A pressure test on piping of the potable water supply system prior to covering or concealment; test pressure shall be equal to at least the maximum pressure at which the piping is to serve.
   b. Water pressure test(s) on building drains, drainage and vent piping, prior to covering or concealment; test pressure shall be equal to at least a 10-foot column of water.

PLEASE PROVIDE A BRIEF DESCRIPTION OF WHAT THE SCOPE OF WORK IS TO BE DONE: 

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