

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.

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

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 _____

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	\$ _____

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:

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			

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.

