

**Town of Glenville Building Dept.**  
18 Glenridge Road, Glenville, NY 12302  
(518)688-1200, Ext 405 ~ Fax (518)384-0140

Date Stamp Received
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**Building Permit Application**  
**Residential Alteration / Conversion**  
(interior room changes only – not for an addition)

\*\*See supplemental sheet for important information  
pertaining to application submission\*\*

➤ **Site Address** \_\_\_\_\_

➤ **Description of alteration / conversion (i.e., unfinished basement to family room, etc.)**

- Current use of room(s) \_\_\_\_\_
- Proposed use of room(s) \_\_\_\_\_
- Additional Information: \_\_\_\_\_

➤ **Property Owner's Name** \_\_\_\_\_ **Day Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Email** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

➤ **Contractor's Name** \_\_\_\_\_ **Day Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Email** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

➤ **Construction Data:**

**IMPORTANT: Existing and Proposed Floor Plans are required. All information must be completed**

Number of Bedrooms: Existing \_\_\_\_\_ New \_\_\_\_\_ Total upon completion \_\_\_\_\_  
Number of Bathrooms: Existing \_\_\_\_\_ New \_\_\_\_\_ Total upon completion \_\_\_\_\_  
Number of Cooking Areas: Existing \_\_\_\_\_ New \_\_\_\_\_ Total upon completion \_\_\_\_\_  
Will space be provided with - Heat? Yes \_\_\_\_\_ No \_\_\_\_\_ Central air conditioning? Yes \_\_\_\_\_ No \_\_\_\_\_

- Additional Comments: \_\_\_\_\_

➤ **APPLICANT'S CERTIFICATION:**

- I certify that all information submitted as part of this permit application is accurate.

**VALUE OF PROJECT** (labor and materials) \$ \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_  
(Contractor/Builder's signature accepted with a copy of the signed agreement with the property owner)

**FOR OFFICE USE ONLY:**

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Fee: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Notes / Comments \_\_\_\_\_

## **TOWN OF GLENVILLE**

18 Glenridge Road, Glenville, New York 12302

Phone 518-688-1200, Ext. 405 Fax 518- 384-0140

[www.townofglenville.org](http://www.townofglenville.org)

### **RESIDENTIAL ALTERATION / CONVERSION OF EXISTING SPACE – SUBMITTAL REQUIREMENTS**

The following list of items are to be provided in order to apply for a building permit.

Additional information or materials may be required by the Building Inspector.

Work that is greater than twenty thousand dollars in value or involves structural changes requires plans that are signed and stamped by a NYS registered architect or licensed professional engineer.

- 1) \_\_\_\_\_ **Completed Permit Application**
- 2) \_\_\_\_\_ **Completed Notice of Utilization of Truss Type Construction May be Required (attached)**
- 3) \_\_\_\_\_ **Insurance Information:**
  - a) Contractors must provide liability, workers compensation and disability insurance or an approved waiver.
  - b) Homeowners of an owner-occupied residence, performing their own work or acting as their own general contractor may submit the appropriately notarized waiver form available in the Building Dept.
- 4) \_\_\_\_\_ **Floor Plan(s)**
  - a) Floor plan - existing
  - b) Floor plan - proposed
  - c) dimensions of all rooms
  - d) room use identified by name
  - e) door and window - location and sizes
  - f) stairs, stoops, landings – location, dimensions and direction of travel
  - g) handrail and/or guardrail - height and spacing of stiles or rails
  - h) fireplace, type of fireplace, hearth - location and dimensions
  - i) smoke & carbon monoxide detector(s) - location
  - j) plumbing fixtures, cooking appliances and exhaust fans - locations
- 5) \_\_\_\_\_ **Cross Section(s)**
  - a) Provide necessary cross sections which are sufficiently detailed so as to indicate the location, nature and extent of the work proposed, including material sizing and spacing.
  - b) stairway: rise, run, headroom and handrail
  - c) ceiling heights
- 6) \_\_\_\_\_ **Energy Code compliance information**
  - a) All new construction must show compliance with the Energy Conservation Construction Code of New York State. See information at [www.dos.state.ny.us/code/energycode/nyenergycode.htm](http://www.dos.state.ny.us/code/energycode/nyenergycode.htm).
  - b) Foundation insulation, R-value and vapor barriers

**NOTICE OF UTILIZATION  
OF  
TRUSS TYPE CONSTRUCTION,  
PRE-ENGINEERED WOOD CONSTRUCTION,  
AND/OR  
TIMBER CONSTRUCTION**

ADDRESS OF PROPERTY: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

PLEASE TAKE NOTICE that the (check applicable)

new residential structure

addition to existing residential structure

rehabilitation to existing residential structure  
(any repair, renovation, alteration or reconstruction)

to be constructed or performed at the subject property reference above will utilize  
(check each applicable line below):

truss type construction (TT)

pre-engineered wood construction (PW)

timber construction (TC)

in the following location(s) (check each applicable line below):

floor framing, including girders and beams (F)

roof framing (R)

floor framing and roof framing (FR)

DATE SIGNED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CAPACITY:

owner

representative of owner

describe: \_\_\_\_\_

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For Building Department Use Only:

Copy of this form was provided to the Chief of FD# \_\_\_\_\_ on \_\_\_\_\_