

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

Date Stamp Received

Building Permit Application

**New Single-Family or Two Family Dwelling
Or
Residential Addition (includes attached garage)**

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

Building Site Address: _____

Subdivision Name (if applicable): _____ Lot #: _____

Tax Map I.D. #: _____

Construction Of: (check applicable items)

_____ New Single Family Dwelling Total Sq. Ft.: _____

_____ Addition to Existing Single Family Dwelling Sq. Ft. of addition: _____

Use of new rooms/addition: _____

_____ New Two Family Dwelling Sq. Ft. Each Unit: _____

_____ Addition to Existing Two Family Dwelling Sq. Ft. of addition: _____

Use of new rooms/addition: _____

First floor addition: _____ Second floor addition: _____ Both: _____

_____ Attached Garage _____ New Or _____ Addition Sq. Ft: _____

Property Owner: _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Contractor: _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Site Information:

Dimensions or acreage of lot: (A plot plan/survey is required) : _____

Corner Lot: _____ No OR _____ Yes

Grading Changes: _____ No OR _____ Yes (plan required)

Easements: _____ No OR _____ Yes (must be shown on plot plan/survey)

Water Source: _____ Public OR _____ Private Well (well drillers & quality reports required)

Sewage Disposal: _____ Sewers OR _____ Private Septic System

****Separate permits are required for public water hookup and sewage disposal systems.*****

Construction Information: (This section must be completed even though data may be shown on plans)

Total number of bedrooms in dwelling upon completion: _____

For additions, how many new bedrooms: _____

Total number of bathrooms in dwelling upon completion: _____

For additions, how many new bathrooms: _____

Basement: _____ Full _____ Crawlspace _____ Slab

Heat Source: _____ Gas _____ Oil _____ Other (describe) _____

Central Air: _____ Yes _____ No

Fireplace: _____ None _____ Gas _____ Wood _____ Pellet _____ Other

Value of Construction Work: \$ _____ (materials + labor)

Certification:

I certify that this application and the construction documentation submitted are true and accurate.

Signature of Property Owner: _____

Contractor's signature accepted with a copy of the signed agreement with property owner.

.....
Office Use Only:

Approved _____ Denied _____

Date: _____

Fee Due: _____

Authorized Signature: _____

Notes:

TOWN OF GLENVILLE

18 Glenridge Road, Glenville, New York 12302

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

www.townofglenville.org

NEW RESIDENTIAL DWELLING OR ADDITION – 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 Building and Zoning Permit Application**
2. _____ **Completed Notice of Utilization of Truss Type Construction (attached)**
3. _____ **Plot plan and/or survey is required showing the following:**
 - A) Property address and date prepared with any revision date(s).
 - B) Scale
 - C) All property lot lines, including length.
 - D) Length and width of proposed structure or addition including any bay windows, cantilevers, decks, stair, etc.
 - E) Location and size of all existing and proposed structures on property
 - F) Location of proposed structure or addition in relation to property lines and septic system.
 - a) All dwellings and additions must meet the minimum required setbacks from property lines in accordance with the Zoning Ordinance.
 - b) All dwellings and additions must be a minimum of 10' from a septic tank and 20' from a leachfield.
 - G) Location of existing and proposed wells (if applicable).
 - H) Proposed driveway, turn-around areas, parking areas and all other paved or gravel areas.

NOTE: A survey prepared by a registered architect, engineer or land surveyor will be required upon completion of foundation and/or project, prior to issuance of a Certificate of Occupancy.

4. _____ **Insurance Information:**
 - A) Contractors must provide general liability insurance identifying the Town of Glenville as certificate holder.
 - B) Contractors must provide proof of workers compensation and disability benefits coverage or approved waivers. Only those documents listed on the Building and Zoning permit application will be accepted.
 - C) 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.

5. **Construction Plans:**

(Provide two sets with the following information as it applies to the work being performed)

 A) Foundation Plan

- a) complete and accurately dimensioned
- b) footing sizes, reinforcement, and locations:
 - a) exterior and interior bearing walls
 - b) post pad footings
 - c) porch and deck footings
 - d) fireplace footings
- c) brick ledge and stepped wall locations
- d) door and window locations and sizes
- e) interior wall construction materials
- f) identify cantilevers and method of construction
- g) identify plate materials
- h) size of all beams and headers
- i) crawl space location, access size, wall insulation
- j) floor joist size, spacing, and direction
- k) identify room use by name
- l) identify unexcavated areas
- m) location of furnace, smoke detector(s), water heater, floor drain(s), sump pump, bathroom fixtures, and water meter location and size of stairs, handrails, and direction of travel
- n) Slab on grade dwellings may have drain tile required at the footing level around the entire perimeter of the building, including the garage. The drain tile must be connected directly to the storm sewer if available. If storm sewer is not available, a sump basket and pump is required.
- o) Masonry foundations - identify wall thickness, reinforcement size, and location

B) Floor Plan(S)

- a) complete and accurately dimensioned
- b) identify room use by name
- c) door and window location and sizes
- d) size of all beams and headers
- e) floor joists size, spacing, and direction
- f) rafter/truss size and spacing
- g) location of any girder trusses
- h) identify cantilevers and method of construction
- i) location and size of stairs, stoops, landings and direction of travel
- j) handrail and/or guardrail - height and spacing of stiles or rails
- k) identify garage firewall construction and self-closing fire door
- l) attic access size and location
- m) location of fireplace, type of fireplace, hearth size
- n) location of furnace flue

- o) smoke and carbon monoxide detector(s) location
- p) location of plumbing fixtures and exhaust fans
- q) deck and/or porch construction:
 - a) floor joist size and spacing
 - b) beam and header size
 - c) rafter/truss size and spacing

C) _____ Cross Section(S)

(Provide cross sections which are sufficiently detailed so as to indicate the location, nature and extent of the work proposed)

- a) footing size and reinforcement for exterior and interior bearing walls and pads
- b) foundation wall type, size, number of courses if block, reinforcing
- c) anchor bolt size and spacings
- d) identify plate materials
- e) identify floor joist size and spacing
- f) identify flooring material
- g) stairway: rise, run, headroom and handrail
- h) exterior wall construction: siding, sheathing (type, thickness), stud size and spacing, sill plate material type, insulation, vapor barrier, interior finish
- i) roof construction: rafter/truss size and spacing, roof sheathing, attic insulation, ceiling vapor barrier, ice build-up protection, roof ventilation, soffit/fascia material, soffit ventilation, ceiling finish
- j) ceiling heights
- k) label foundation insulation, R-value and vapor barriers
- l) basement floor thickness
- m) drain tile location

D) _____ Elevations

- a) roof pitch
- b) roof ventilation
- c) roof overhang dimension
- d) siding material (exterior finish materials)
- e) location of doors and windows
- f) location of decks and/or porches
- g) location of cantilevers
- h) location and height of chimney
- i) location of chimney saddle
- j) location of house numbers

6. _____ Energy Code Compliance Information

- a) All new construction must show compliance with the Energy Conservation Construction Code of New York State and is required as part of the building permit application. See information at www.energycodes.gov/rescheck

7. _____ Septic System (if not on public sewer)

A) New Homes:

- a) A septic system permit application and required plans must be submitted to the Town of Glenville Engineering Department for review and approval.
- b) A building permit will not be issued without approval of a septic design by the Town of Glenville Engineering Department.

B) Additions:

- a) The addition of bedrooms requires the existing septic system to be evaluated by a design professional to determine if the system will accept the proposed changes. Please consult the Town of Glenville Engineering Department for more information.

8. _____ Private Water Wells (if applicable)

- A) Prior to issuance of a C.O. the well driller's certification is required.
- B) Prior to issuance of a C.O. a water quality report is required.

Note: A final survey prepared by a registered architect, engineer or land surveyor will be required upon completion of a new dwelling, and in some instances an addition, prior to issuance of a Certificate of Occupancy.

**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: _____

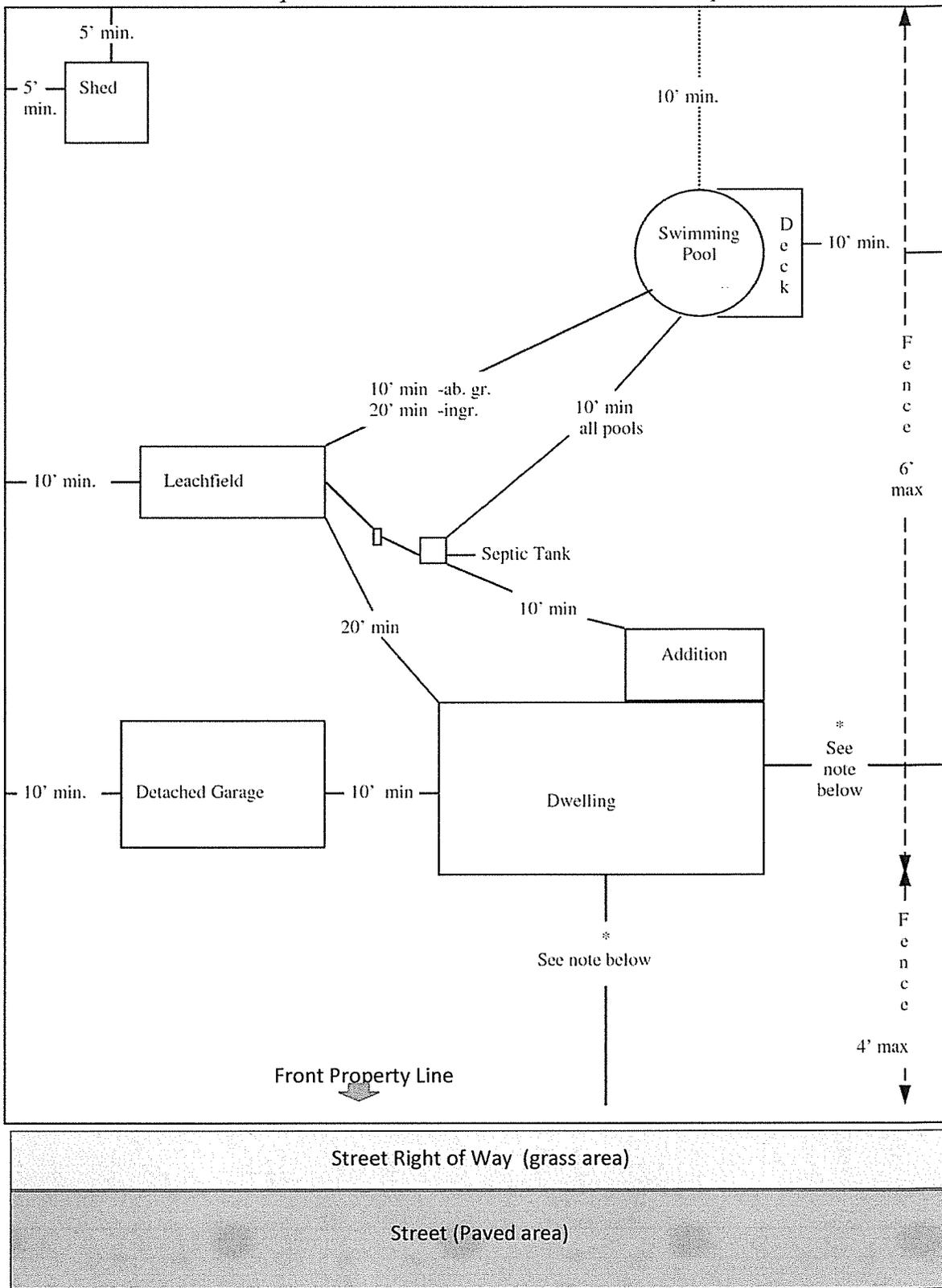
Owner Or Representative of Owner

Describe: _____

For Building Department Use Only:

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

Sample Plot Plan - Lot dimensions must be provided



* Setback varies according to zoning district.

