

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

Shed ~~ Detached Garage ~~ Accessory Structure

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

➤ **Site Address** _____

➤ **Work Applied For** (check one)

- Any structure 280 s/f or larger and/or used to store a motor vehicle is considered a garage.

_____ Garage _____ Storage Shed _____ Other (describe) _____

Width & Depth _____ Height _____ Foundation Type _____

➤ **Property Owner's Name** _____ **Day Phone** _____

Address _____ Email _____

City _____ State _____ Zip _____

➤ **Contractor's Name** _____ **Day Phone** _____

(Certificate Of Workers Compensation And Disability Insurance Must Be Provided)

Address _____ Email _____

City _____ State _____ Zip _____

➤ **Site Information** (**A Detailed Plot Plan must be submitted with this application)

Is this a corner lot? Yes _____ No _____

Dimensions of lot _____ Dimensions of dwelling on lot _____

All existing accessory structures must be listed here and included on the required plot plan.

Shed(s)/Garage: Size _____ Deck: Size _____

Swimming Pool: Size _____ Other: Size _____

➤ **APPLICANT'S CERTIFICATION:**

I certify that the construction plans and all other information submitted as part of this permit application are accurate.

ESTIMATED VALUE OF ALL WORK (labor and materials) \$ _____

SIGNATURE OF PROPERTY OWNER _____

(Contractor 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 or Comments:

TOWN OF GLENVILLE

18 Glenridge Road, Glenville, New York 12302

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

www.townofglenville.org

SHED / DETACHED GARAGE / ACCESSORY STRUCTURE – SUBMITTAL REQUIREMENTS

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

A materials list is not a substitute for construction plans

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

- 1) _____ **Completed Permit Application**

- 2) _____ **Insurance Information:**
 - A) Contractors must provide certificates of insurance showing current general liability, and workers compensation / disability coverage or approved waivers
 - B) Homeowners of an owner-occupied residence, performing their own work or acting as their own general contractor.

- 3) _____ **A plot plan is required showing the following: (see sample plot plan for reference)**
 - A) All property lot lines.
 - B) Location and size of all existing structures on property
 - C) Length and width of proposed accessory structure.
 - D) Location of proposed structure in relation to dwelling, property lines and septic system.
 - E) Setbacks and lot coverage are as follows:
 - a) Accessory structures are not permitted in any front yard.
 - b) All accessory structures must be a minimum of 10' from the principal dwelling and some structures must be a minimum of 10' from the septic system.
 - c) Accessory structures in the **Rural Residential Zoning District**
 - (i) Less than 280 s/f in size – the accessory structure must be a minimum of 5 feet from the side and rear property lines.
 - (ii) 280 s/f up to 1,200 s/f in size – the accessory structure must be a minimum of 10 feet from the side and rear property lines.
 - (iii) No more than 20 % of the lot may be covered by accessory structures.
 - d) Accessory structures in **all other Residential Zoning Districts**.
 - (i) Less than 280 s/f in size – the accessory structure must be a minimum of 5 feet from the side and rear property lines.
 - (ii) 280 s/f up to 576 s/f in size – the accessory structure must be a minimum of 10 feet from the side and rear property lines.
 - (iii) No more than 20 % of the lot may be covered by accessory structures.
 - (iv) The combined footprint of all accessory structures may not exceed 75 % of the footprint of the dwelling.
 - e) All **Non-residential accessory structures** must be located at least ten (10) feet from side or rear property line. A Site Plan Review may be required.

- F) Accessory structures shall not exceed an average height of 15 feet.
- G) The total lot coverage (dwelling, sheds, pool, etc.) may not exceed what the Zoning Ordinance allows. This varies by zoning district.

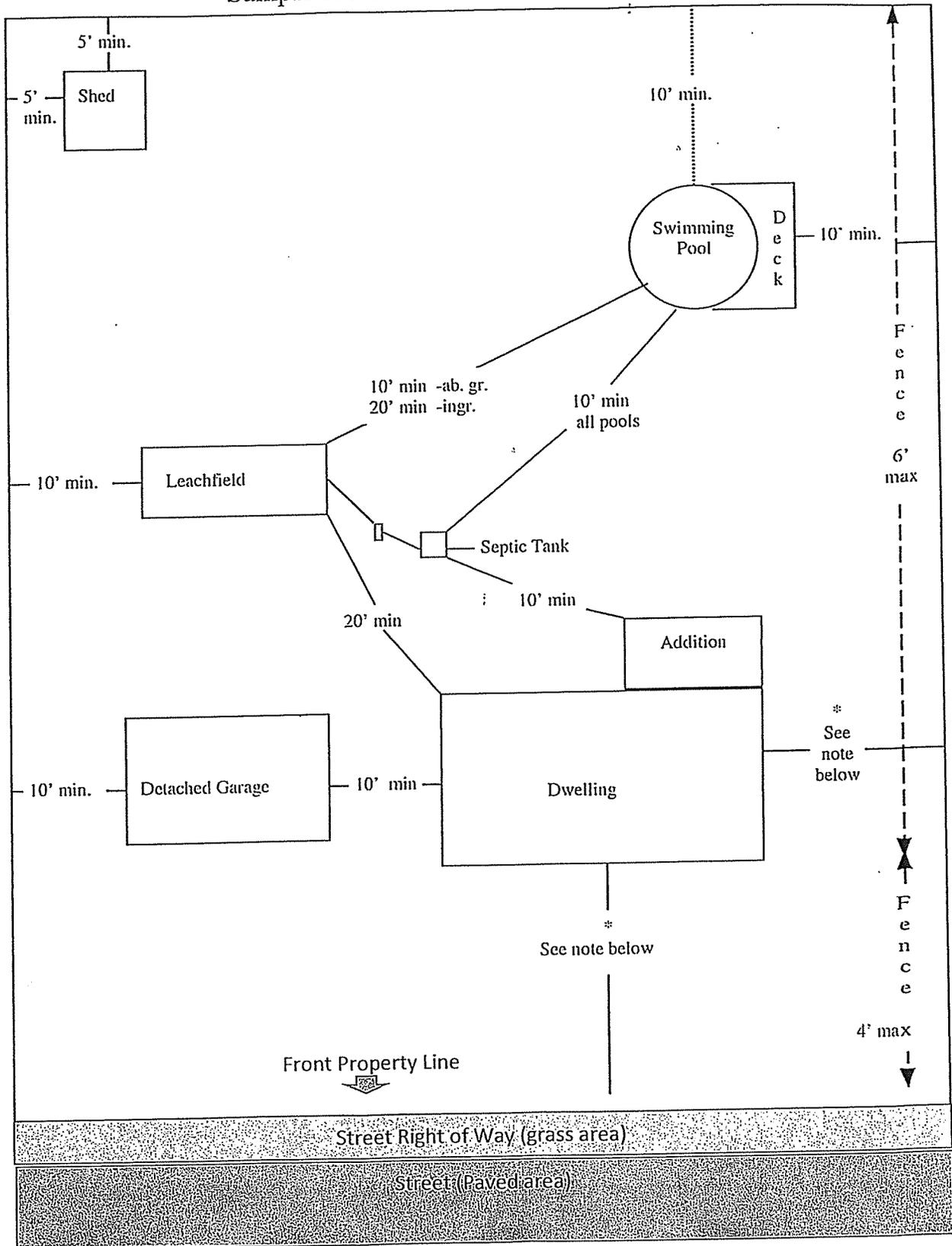
4) _____ **Construction drawings as indicated below:**

- A) Detached garages or other accessory structures (280 s/f and larger)
 - a) Cross section showing materials to be used. NOTE: A materials list is not an adequate substitution for detailed construction drawings.
 - (i) Foundation plan.
 - 1. Footing size and depth **NOTE: Structures 600 s/f and larger require a footings a minimum of 48" deep. Alternate foundation plans may be accepted if the plan has been certified by a design professional.
 - 2. Wall type and size.
 - (ii) Floor type
 - (iii) Exterior wall construction: stud size and spacing, etc.
 - (iv) Roof construction: rafter/truss size and spacing, etc.
 - (v) A floor plan may be required.
- B) Storage Sheds (less than 280 s/f in size) do not require a foundation plan.
 - a) Pre-built sheds
 - (i) Manufacturer's literature/pamphlet will be accepted if pre-built.
 - b) On-site constructed sheds
 - (i) Construction information as applicable.

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities. All utilities (gas, electric, phone, cable TV, etc) will be located free of charge.

These are general guidelines only

Sample Plot Plan - Lot dimensions must be provided



* Setback varies according to zoning district.

Revised 2/2015