

Application for Zoning Verification and Building/Zoning Permit

RESIDENTIAL

TOWN OF BRUNSWICK

Building Department

(518) 279-3461 X107

Fax (518) 279-4352

PERMIT NO. _____

ADVISORY NOTE: Several parcels of land in Town Contain Federal Wetlands. Before any excavating, We advise contacting the Army Corp. of engineers.

(518) 270-0588

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building/Zoning Permit pursuant to the N.Y.S. Uniform Fire Prevention & Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The signee and/or owner agrees to comply with all applicable laws, ordinances, and regulations, as well as any conditions expressed on this application, and will allow all inspectors to enter the premises for required inspections.

Address of Site: _____

City _____ State _____ Zip _____

Property Owner's Name: _____
(Applicant)

Address: _____

City _____ State _____ Zip _____

Phone W _____ H/Cell _____

Property Owner's Email: _____

Contractor's Business Name: _____
(insurance must match business name)

Address: _____

City _____ State _____ Zip _____

Phone W _____ Cell _____

ESTIMATED COST \$ _____ Flr. Area _____

PERMIT FEE \$ _____
(This fee is not refundable)

*all permits, co's and cc's will be issued to the property owner

INSURANCE INFORMATION REQUIRED

Owners performing work must file form _____ BP-1

By signing this application, the owner/contractor doing work acknowledges their responsibility for verification of all required subcontractor insurance.

Contractors must prove compliance with Section 57 of the Worker's Compensation Law by producing one of the following:

C-105.2 U-26.3 SI-12 CE-200

Contractor's General Liability

Insured's Name _____
(must match business name)

NOTE: IF OWNER IS NOT THE SIGNEE, THE SIGNEE SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE SIGNEE IS AUTHORIZED TO MAKE SUCH APPLICATION.

(518) 279-3461 X107
Fax (518) 279-4352

**YOU MUST CALL FOR REQUIRED INSPECTIONS.
SEE PERMIT CARD FOR INSPECTIONS NEEDED**

FOR OFFICIAL USE ONLY

The application of _____ Dated _____, 20____
Is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction, or alteration of a building and/or accessory structure as set forth on this application.

Reason for approval (refusal) of permit: _____

Proposed use: _____

Variance Granted # _____

Dated: _____, 20____

PROPOSED ACTION:

a) Describe Present Use of Property: One Family Two Family Vacant Land Other (specify) _____

b) Is the proposed action a: New Building Addition Renovation
 Accessory Structure Garage Shed Deck Pool Other
 Home Occupation: _____
 Accessory Dwelling Unit
Describe the proposed use or construction in detail: _____

c) Gross Floor Area: Existing: _____ square feet
Proposed: _____ square feet
Total: _____ square feet

d) Parcel is located in a _____ zoning district. (If unknown, verify with Building Department.)

SITE INFORMATION: (DO NOT COMPLETE THIS SECTION IF THERE WILL BE NO EXTERIOR ALTERATION OF THE STRUCTURE/SITE)

Size of lot: _____ acre _____ sq. ft.

Is this a corner lot? Yes No If yes, corner lot: feet _____ Through lot? Yes No

Does the parcel front upon a developed public street? Yes No If yes, length of frontage on street: feet _____

| <u>Building Setbacks:</u> | <u>Existing</u> | <u>Proposed</u> |
|-------------------------------------|-----------------|-----------------|
| Front Yard Depth: | feet _____ | feet _____ |
| Left Side Yard: | feet _____ | feet _____ |
| Right Side Yard: | feet _____ | feet _____ |
| Rear/Front Yard Depth: | feet _____ | feet _____ |
| Existing Building Height (at peak): | feet _____ | stories _____ |
| Proposed Height (at peak): | feet _____ | stories _____ |

| |
|------------------------------|
| APPROVAL / DISAPPROVAL |
| APPROVAL IS VALID FOR 1 YEAR |

SIGNATURE: _____

PRINT NAME: _____ DATED: _____

TITLE IN COMPANY: _____

If DISAPPROVED, an appeal must be taken within sixty days after the filing in the Town Clerk's office of any order, requirement, decision, interpretation or determination, from which the appeal is taken.

FOR OFFICIAL USE ONLY

I, _____ Zoning Officer of the Town Of Brunswick hereby finds that the proposed action as describe above, and in any attachments hereto, IS IN ACCORDANCE IS NOT IN ACCORDANCE

Dated: _____

SIGNATURE OF ZONING OFFICER

Are there easements on the property Yes No
Parcel in/near a floodplain Yes No
Parcel in/near a wetland Yes No
On/near a protected watercourse Yes No
Copy of assessor's card(s) attached Yes No
Copy of County tax map attached Yes No
S. B. L # _____

Is existing use nonconforming Yes No
Variance granted on property Yes No
Subdivision of record on file Yes No
Does the Grandfather Provision apply Yes No
If yes, Pre-1987 1987 to 2006
Existing Violation or outstanding permit Yes No

YES NO VIOLATION - _____ CONSTRUCTION STARTED WITHOUT ZONING/BUILDING PERMIT

You may now file for a:

- Building permit application
- Application for a Zoning Variance or Interpretation
- Special Use Permit (Planning & Economic Development)
- Application to Town Board for Open Development Area

Town of Brunswick

Building Department

336 Town Office Road

(518) 279-3461 X 107

Approved electrical
contractors:

Middle Department Inspection
Agency (518) 273-0861

The Inspector
(800) 487-0535
(518) 363-0171

RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

After the completion of the Building Permit/Zoning Verification Application, the signee is required to provide the following information depending upon the type of proposed construction desired.

Signees are required to complete an electrical application for any proposed electrical work (applications available at our counter) and provide Certificates of Insurance showing General Liability and Workers Compensation Insurance coverage.

ALL PROPOSED CONSTRUCTION TO COMPLY WITH THE RESIDENTIAL CODE OF NYS

1. Installing a Pool:

- ♦ The signee must provide us with a **Site Plan** to show the location of the pool on the property along with any overhead power lines and existing or proposed fencing with gates. Pool outline must be marked on property with stakes or spray paint for a site inspection prior to permit. If a deck is proposed at pool, it must be shown on site plan and 2 (two) sets of detailed drawings are required showing: piers, framing materials, steps, etc. Inground swimming pools must maintain site to comply with the Erosion and Sediment Control Plan.

2. Installing a Woodstove or Fireplace:

- ♦ The signee must provide the manufacturer's literature (on the unit and chimney) to determine if it has a New York State approval. The signee needs to provide a **Floor Plan** to show where the installation is proposed; as well as to determine where all required smoke and carbon monoxide detectors are needed, or sign the Smoke/C.O. Detector handout.

3. Installing a Shed, Deck or Gazebo:

- ♦ Provide a **Site Plan** to show the location of the structure on property in relationship to the existing dwelling and property lines. The signee must provide 2 (two) sets of detailed drawings showing: piers, framing materials, steps, etc. Drawings must be to scale and drawn with a straight edge. If the construction is prefabricated, the manufacturer's literature is required.

4. Building an Addition, Renovation and/or Garage:

- ♦ Provide a **Site Plan** to show the location of the proposed structure in relationship to existing structures and property lines. If a garage is proposed, need elevations of garage floor to road. Provide 2 (two) sets of detailed drawings showing: footings, foundations, framing, insulation, plumbing, heating, window schedule, energy calculations, climatic & geographic design criteria, roofing, interior and exterior finish, etc. A **Floor Plan, Elevation and Cross Section** drawing is required for proposed construction along with an **Existing Floor Plan** of all levels to also show the location of all required smoke and carbon monoxide detectors or sign the Smoke/C.O. detector handout. Drawing must be to scale and drawn with a straight edge.

- ♦ If the estimated construction cost is **\$20,000.00** or over; or any second story addition, or structural work is proposed, drawings must be wet stamped by a Professional Engineer or Registered Architect, including a stamped truss layout. (Any addition over 300 square feet is presumed to cost in excess of \$20,000).

- ♦ Site needs to be maintained to comply with the Erosion and Sediment Control Plan along with a final grading inspection. Questions-contact Storm Water Management Department 783.6292.

5. Building a Residence:

- ♦ Provide a **Proposed Site Plan** showing dimensions and square footage of lot with proposed dwelling to all property lines, along with proposed driveway, the elevations of garage floor to road and elevations of property.

- ♦ Provide 2 (two) sets of detailed drawings wet stamped by a Professional Engineer or Registered Architect along with a stamped truss layout, energy calculations, climatic and geographic design criteria, and window schedule; all of which to comply with the Residential Code of the N.Y.S.

THE REVIEW OF YOUR BUILDING PERMIT MAY TAKE 5 TO 15 WORKING DAYS.

TOWN OF BRUNSWICK
308 TOWN OFFICE ROAD
TROY, N.Y. 12180-8809

Building Department

279-3461 Ext.111 or 112

REQUIRED INSPECTIONS

Building Inspector must be called 24 hours before an inspection is needed.

1. Footings and Pier/Column footings properly formed with rebar in place "Prior to being poured".
2. Foundation Walls, after forming with rebar in place "Prior to being poured".
3. Slab Pour, with "required" vapor barrier and reinforcement as required by design Professionals, in place "Prior to being poured".

NOTE: NO CONCRETE SHOULD BE Poured PRIOR TO CONTACTING THE BUILDING DEPARTMENT.

4. Foundation backfill with water/damproofing applied, footing drains laid in course stone to daylight, with proper siltation barrier installed.
5. Framing/ rough plumbing/ rough heating/ rough electric. During this inspection rough Plumbing must be tested, as prescribed by code, and approved with Code Enforcement Officer present. Insulation should not be installed prior to this inspection.
6. Insulation inspection before sheetrock.
7. Final Inspection- "Before Occupancy" At this time all required Certificates or Certifications, as built/ revised drawing and any other supporting documentation as required by any authority having jurisdiction on the project, must be submitted to the Building Department for their approval.

ADDITIONAL INSPECTIONS MAY BE REQUIRED:

Contact the Building Department for the requirements.

1. Fireplaces: Masonry or factory built-contact Building Department.
2. Chimneys: Masonry or factory built-contact Building Department.
3. Solid fuel/ Ornamental gas burning stoves-contact Building Department.
4. Underground fuel/ gas tanks and their piping before backfilling-contact Building Department.
5. Town sewer/water line connections-contact Building Department "prior" to enclosing or burying the above items.