

Building Permit Application

Town of North Greenbush
2 Douglas Street, Wynantskill, NY 12198
Rensselaer County, New York
283-2714

Permit Number: _____
Date Issued: _____
Date Permit Expires: _____
Approved By: _____
Date of Approval: _____

The applicant for a building permit shall provide sufficient information to permit a determination that the intended works accords with the requirements of the New York State Uniform Fire and Building Codes and the Codes of the Town of North Greenbush. The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, and specifications submitted and such conditions as may be indicated on the permit.

DATE: _____

Applicant: _____	Property Owner: _____
EMAIL: _____	EMAIL: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____
SIGNATURE: _____	SIGNATURE: _____
Tax map ID Number: _____	Zoning: _____ Zoning Approval Date: _____

If owner is not the signee, the signee swears that the proposed work is authorized by the owner & that the signee is authorized to make such application.

ADDRESS OF PROPOSED WORK: _____

NATURE OF PROPOSED WORK: (CIRCLE ONE)

Residential Non-Residential Demolition New Home Pool Deck Accessory Building
Addition Single Family Renovations Fuel Burning Appliance **Roof: color:** _____ Other: _____

Proposed Work: _____

PLEASE SEE THE NEXT PAGE FOR INFORMATION REGARDING STAMPED PLANS →

Estimated Value of Work: \$ _____ **Sq. Ft.** _____
Contractor: _____
Address: _____
City, State, Zip: _____
Phone: _____

Required Upon Completion:

1. Inspections as listed on permit
2. Certificate of Compliance for alterations and additions
3. Certificate of Occupancy for new buildings
4. Electrical Inspections for all electrical work

Items to be included with this application:

1. Site/Plot Plan – Must show any proposed and existing structures on the site, the location of any proposed or existing well or septic system; the location of the intended work, and the distances between the structures and the lot lines. **(BLANK PLOT PLAN DIAGRAM IS ON BACK PAGE)**
2. Two (2) copies of the construction documents (drawings & specifications) that totally define the scope of the proposed work.
3. One (1) copy of any required permits, Rensselaer County Health Dept., Rensselaer County Highway, North Greenbush Highway, NYS ENCON or any other State, County or Town permit that may be required.
4. A copy of the liability insurance and Worker's Compensation insurance from the contractor, or if the homeowner is doing the work, a copy of the homeowner's insurance and Workers Compensation form CE 200. **By signing this application, the owner/contractor doing work acknowledges their responsibility for verification of all required subcontractor insurance.**

For Office Use Only:

*Permit Denied: **Date:** _____ **By:** _____ **Reason:** _____

Permit Fees: Building Permit: _____
Water Meter & Permit: _____
Sewer Permit: _____
Greenspace: _____
Other: _____
TOTAL FEES: _____

Sub-Division: _____

Plot Plan on the next page →

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PLOT PLAN

How far from property lines will your project be?

Some projects will have setback requirements – if there's an issue, you will need to request an area variance from the ZBA

How many feet from back property line: _____

Left Side: _____ feet from property line

Right Side: _____ feet from property line

Please hand draw where your
Project will be in your yard

HOUSE

Front of House

❖ PLOT PLANS SHALL INCLUDE:

- ❖ Show bordering roads
- ❖ Show existing structures with setbacks to property lines
- ❖ Show proposed structures (pool and/or deck) with setbacks to property lines
- ❖ The property line at roads is not the edge of pavement (measure from center of road to ½ the distance of the Right of Way [typical-50 ft R.O.W.]

For All Stamped Plans, the following must be adhered to:

- ❖ PLANS MUST INCLUDE HVAC MANUAL J DESIGN FOR NEW CONSTRUCTION
- ❖ To the best of the knowledge, belief, and professional judgment of the undersigned [registered architect or licensed professional engineer], the plans and specifications depicted on these drawings are in compliance with the applicable provisions of the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Construction Code, as currently in effect.

By signing this application, the owner/contractor doing work acknowledges their responsibility for verification of all required subcontractor insurance. I understand that I must close out this permit and call for all inspections in order to receive the Certificate of Occupancy or Certificate of Compliance. All permits expire in one year from the date issued. If a final inspection is not scheduled or a permit renewal is not issued, the building permit may be closed out without the issuance of a C.O. or C.C. – this can be an issue if you sell or refinance your home. We appreciate your cooperation!

Print Name: _____

Signature: _____