

Building Permit Application

(APPLICANT CHECKLIST)

- ✓ : Complete Building Permit Application
- ✓ : Valid Insurance Certificates for Workman's Compensation & Liability
- ✓ : NYS Department of Health Safety Plan
- ✓ : Detailed Scope of Work to be Performed
- ✓ : Two Sets of Complete Plans & Specifications:
(All plans for submittal must include the Following)
 - Scaled @ 3/16 (or) 1/4 in/ft
 - Footing and Foundation Plans & Specifications
 - Floor Plans for Each/Every Floor Level
 - Elevation Plans & Specifications for Each/Every Floor Level
 - Wall Cross Sections Detail & Specifications
 - Species & Grade of Nominal Dimensional Lumber
 - Engineered Structural Wood/Steel Product Specification & Connection Details
 - Load Bearing Structural Member Material Specifications & Detail
 - Light, Ventilation & Egress Table & Window & Door Schedule
 - Original Stamp by a NYS Licensed Design Professional
- ✓ : RES check Model Energy Compliance Report
- ✓ : Manual J or S Compliance Design Load Calculations & Equipment Specification
- ✓ : Truss Manufacturer Certificates Bearing Original Stamp of Design Professional
- ✓ : Two Sets of Septic System Design Specifications & Plans
(Original Stamped Plans by a Licensed NYS Design Professional)
(In accord w/ NYS DOH Appendix 75A & Town of Greenfield Appendix A310.3)
- ✓ : Driveway Permit Application (Signed by Highway Superintendent)
- ✓ : Plot Plan in Scalable Format & Include Zoning District w/ District Requirements
(All Plot Plans for Submittal must include the Following)
 - Lot Front, Rear, Left & Right Property Boundaries & Dimensions
 - Lot Front, Rear, Left & Right Yard Set Backs delineation for Building Envelope
 - Proposed Building Structure including attached or detached Garages, Decks, Porches and/or all Structures permanently attached to Proposed Building, Proposed & Existing Septic System(s) & Well Location Including Distance Between.
 - Proposed Driveway (Including Emergency Vehicle Turn Around – If Applicable)
 - Total Estimated Area of Clearing & Area of Soil to be Disturbed
 - Designated Wet Land Areas Including Buffers If Applicable
- ✓ : Copy of any/all Zoning Variances Issued or Required

Applicant Signature: _____ Date: _____



Required Inspections & Certifications to Obtaining a Certificate of Occupancy

- Wall & Spread Footings Before Pouring Concrete
- Frost Wall Cavity & Insulation Before Backfill
- Foundation Wall Cavities Before Pouring Concrete
- Foundation Wall Damp Proofing Prior to Backfill
- Foundation Drainage Prior to Backfill
- Approved Vapor Barrier Prior to Pouring Concrete Slab Floors
- Framing Construction Before Enclosing Including Stamped Truss Design Certificates
- Deck Footings and Framing of Posts, Beams & Joists prior to covering
- Plumbing Before Enclosing (DWV @10 psi/Water Lines @ 90 psi)
- Electrical Before Enclosing Verified by Electrical Inspectors Sticker (See Attached List of Qualified Electrical Inspection Agencies)
- Heating, Ventilation, Air-conditioning Ducting Before Enclosing
- Insulation, Vapor Barrier & Fire Mitigation Before Enclosing
- Septic Certification, As-Built & Pictures (By Engineer of Record)
- Well Log & Report
- Potable Water Test (by Independent Testing Lab)
- Solid Fuel Burning Equipment (If Applicable)
- Drive Way Permit Final (Signed by Highway Superintendent)
- Final Electrical Inspection (Sticker on Main Distribution Panel)
- Blower Door Test Certification (3 Air Exchange/ Hr Max)
- Final As-Built Survey Certification (by NYS Licensed Survey Firm)
Same Criteria as Plot Plan from Applicant Checklist
- Final Inspection - Prior to Issuance of Certificate of Occupancy

APPLICANT CHECKLIST FOR FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY

ADMINISTRATIVE DOCUMENTATION

All of the Following Documentation Must Be Filed With the Building Department For Review of Compliance Prior to Scheduling Final Inspection for Certificate of Occupancy

- ✓ ___ : **Final As-Built Survey** Delineating Property Boundaries, Zoning District Set Backs, Principal Building including Attached Garages, Decks, Porches and/or All Permanently Attached Structures, Accessory Structures, Driveway (Emergency Vehicle Pull-Off & Turn Around (If Applicable), Well Location, Wetland Delineation & Buffer (If Applicable) Bearing Original Stamp of Surveyor.
- ✓ ___ : **Driveway Permit** Final Sign-Off by Highway Superintendent
- ✓ ___ : **Well Log Report** Issued By Well Drilling Contractor to DEC
- ✓ ___ : **Potable Water Test** Compliant with DOH Regulation for Drinking Water
- ✓ ___ : **Septic Certification** (As Specified in Accord with Appendix A310.3) & NYS DOH Appendix 75A Bearing Stamped Approval of NYS Licensed Design Professional, Pictures of Septic System Installation & Septic System As-Built
- ✓ ___ : **Blower Door Test** @ Less than 3 Air Exchanges / Hour
- ✓ ___ : **Spray Foam Insulation Certificate** for R-Value, Flame Spread & Smoke Retardant (If Applicable)
- ✓ ___ : **Truss Design Certificates** bearing the Original Stamp of Design Professional
- ✓ ___ : **Keyhole Lot** Driveway Engineer Certification (As Applicable)

FINAL INSPECTION

- ✓ ___ : Mail Box Installed with 911 Address on Both Sides with Minimum 4" Scroll
- ✓ Reflective Numbers
- ✓ ___ : Keyhole Lot Signage at Road (As Applicable)
- ✓ ___ : Exterior Grade Elevation Pitched Min. 6" within first 10' from House
- ✓ ___ : Truss Identification Placard @ Exterior as Applicable for Roof and/or Floor Trusses (Prescribed by 1265.5)
- ✓ ___ : Fire Rated Garage Door UL Listing Stamp Plate(s) at All Fire Assembly Locations
- ✓ ___ : Final Electrical Inspection Posted on Main Electrical Distribution Panel
- ✓ ___ : Basement Insulation
- ✓ ___ : 2020 IECC Energy Efficiency Certificate Posted on Exterior of Main Electrical Distribution Panel
- ✓ ___ : Smoke Alarm & Carbon Monoxide Alarms on All Levels & Sleeping Quarters
- ✓ ___ : One Fully Functional Bathroom, Kitchen Sink w/ Min. 8' Counter Space
- ✓ ___ : All Interior & Exterior Stairs, Guardrails & Handrails Code Compliant
- ✓ ___ : Tempered Glazing & Fenestration Code Compliant
- ✓ ___ : HVAC Equipment (Indoor & Outdoor) & Programmable Thermostat
- ✓ ___ : Whole House Ventilation