

## Town of Greenfield

PO Box 10  
7 Wilton Rd.  
Greenfield Center, NY 12833



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[www.greenfieldny.org](http://www.greenfieldny.org)

### Building Permit Application (APPLICANT CHECKLIST)

- ✓ ☐ Complete Building Permit Application
- ✓ ☐ Valid Insurance Certificates for Workman's Compensation & Liability
- ✓ ☐ Detailed Scope of Work Performed
- ✓ ☐ Two Sets of Complete Plans  
(All plans for submittal must include the following)
  - Scaled at 3/16 or 1/4 in/ft
  - Footing & Foundation Plans & Specifications for Each/Every Floor Level
  - Elevation Plans & Specifications for Each /Every Floor Plan
  - Wall Crossing Section & Details
  - Species & Grade of Nominal Dimensional Lumber
  - Engineered Structural Wood/Steel Product Specification & Connection Details
  - Load Bearing Structural Member Material Specification & Connection Details
  - Light Ventilation & Egress Table & Window & Door Schedule
  - Original Stamp by a NYS Licensed Design Professional
- ✓ ☐ RES check Model Energy Compliance Report Signed & Sealed by a NYS Design Professional
- ✓ ☐ Manual J or S Compliance Design Load Calculation & Equipment Specification Signed & Sealed By a NYS Design Professional
- ✓ ☐ 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 with NYS DOH Appendix 75A & Town of Greenfield Appendix A310.3)
- ✓ ☐ Driveway Permit Application (Signed by Highway Superintendent)
- ✓ ☐ Plot Plan in Scalable Format & Including Zoning District with 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 Setbacks delineation for Building Envelope
  - Proposed Building Structures including attached to Proposed Building, Proposed & Existing Septic System & Well Location between and Distance Between .
  - Proposed Driveway (Including Emergency Vehicle Turn Around if Applicable)
  - Total Estimated Area of Clearing & Area of Soil to be Disturbed
  - Designated wetland Areas Including Buffers If Applicable
- ✓ ☐ Copy of any/all Zoning Variance Issued or Required

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_