

Town of Greenfield

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



Phone (518) 893-7432
Fax (518) 893-2460
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: _____



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