

Town of Greenfield NY
7 Wilton Rd. PO Box 10
Greenfield Center, NY 12833
518-893-7432, ext. 304
fax: 518-893-2460
building@greenfieldny.org



Building Permit Application

Instructions for Completing Building Permit Application

A building permit is needed before any general construction, repair, rehab, gutting, or other work may be done. Project-specific building permit applications may be available. Additional documentation is required for specialized work such as electric or plumbing work which requires a license. Please ask our staff if you have any questions about what permits your project requires.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING:

- ✓ An application for a building permit, or any amendment thereto, **must** include information sufficient to enable the code enforcement official to determine that the intended work accords with the requirements of the Codes.
- ✓ This application shall be **completed** and **signed** by the property owner and the applicant, and submitted to the Building Department.
- ✓ This application **must** be accompanied by an electronic and paper copy of the following:
 - **Plot/site plan showing:**
 - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property
 - (b) Existing and proposed drainage, utilities, and other natural features including, but not limited to, wetlands, floodplains and wooded areas, if applicable.
 - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features, if applicable.
 - **Liability insurance coverage:**
 - (a) For contractors acting in the capacity of a general contractor, \$1,000,000 minimum each occurrence, with the Town of Greenfield named as the Certificate holder.
 - (b) For property owners, if there is no contractor participation in the project, proof of insurance must be provided with the level of insurance being contingent upon the project.
 - **Proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law and Disability Law.**
 - (a) Certificate of workers compensation insurance, on either the State approved C-105.2 form or the U-26.3 form **AND** certificate of disability insurance, on either the State **DB-120.1** or **DB-155** form **OR**
 - (b) Certificate of workers compensation/disability exemption CE-200, site specific.
 - Fees required by the Town of Greenfield as calculated by the building department, shall be paid by check, money order, or cash for the exact amount.
- ✓ Work covered by this application shall not commence prior to permit issuance and does not encompass work that would otherwise be required by a building permit.
- ✓ Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- ✓ Building Department shall be notified (minimum notice – **48 hours** in advance) according to the required schedule of inspections.
- ✓ The permit is effective for **one year** from the date of issuance. Roofing permits are effective for **six months** from the date of issuance.

IMPORTANT – PLEASE TAKE NOTICE

- ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATION OF THE MATERIAL TO BE USED.
- PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK.

Exceptions to this include: 1) New residential construction – 1,500 gross sq. ft. or less 2) Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety. 3) Buildings for residential storage purposes of 120 square feet or less, do not require building permits, but may be subject to local zoning setbacks from buildings/structures and property lines. 4) Farm buildings, including barns, sheds and other buildings used directly and exclusively for agricultural purposes.

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Building Permit Application

Date: _____
 Permit #: _____

Information on construction documents:

Application is hereby made to the Town of Greenfield Department for the issuance of a Building Permit for construction as herein described, pursuant to provisions of the Greenfield Town Code. The owner and the applicant hereby agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections.

Project Location: _____

STREET / ADDRESS

TAX MAP SECTION _____ BLOCK _____ LOT _____

APPLICANT IS: OWNER ARCHITECT/ENGINEER BUILDER/CONTRACTOR OTHER: _____

APPLICANT:

NAME: _____
 MAILING ADDRESS: _____

 HOME / OFFICE PHONE #: _____
 CELL PHONE #: _____
 EMAIL: _____

OWNER (IF DIFFERENT THAN APPLICANT):

NAME: _____
 MAILING ADDRESS: _____

 HOME PHONE #: _____
 CELL PHONE #: _____
 EMAIL: _____

IF OWNER / APPLICANT IS A CORPORATION GIVE THE NAME AND TITLE OF TWO OFFICERS:

Name: _____ Title: _____
 Name: _____ Title: _____

OCCUPANCY:

CHECK APPROPRIATE BOX(S)

<u>RESIDENTIAL</u>	<u>USE</u>		<u>COMMERCIAL (DESCRIBE)</u>	<u>USE</u>
ONE- & TWO-FAMILY DWELLING	RES	BUSINESS	_____	GROUP B
TOWNHOUSE	RES	MERCANTILE	_____	GROUP M
NON-TRANSIENT DWELLING UNITS	R3	FACTORY	_____	GROUP F
CARE FACILITIES/LODGING HOUSES		STORAGE	_____	GROUP S
TRANSIENT OCCUPANCIES	R1	ASSEMBLY	_____	GROUP A
PERMANENT OCCUPANCIES	R2	INSTITUTIONAL	_____	GROUP I
ADULT RESIDENTIAL CARE		MISCELLANEOUS	_____	GROUP U
(NOT MORE THAN 16 OCCUPANTS)	R4	OTHER	_____	GROUP __

NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)

	DESCRIBE	COST
CONSTRUCTION OF A NEW STRUCTURE	_____	_____
ADDITION TO EXISTING STRUCTURE	_____	_____
ALTERATION TO EXISTING STRUCTURE	_____	_____
CHANGE OF OCCUPANCY / USE	_____	_____
OTHER (SEE PROPOSED BUILDING INFORMATION SECTION)	_____	_____

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:

CHECK IF OWNER BUILT

NAME	PHASE OF WORK	PHONE	EMAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Information on construction documents:

Construction documents shall clearly define the complete scope of the proposed work; shall be of sufficient clarity to indicate the location, nature and extent of the proposed work; shall show in detail that the proposed work will conform to the provisions of the Uniform Code, the Energy Code, and other applicable codes, laws, ordinances, and regulations; and shall include any and all additional information and documentation that may be required by any provision of the Code.

**Existing/
Proposed
Building
Information**

**Complete Only Those
Items that Apply**

<u>Foundation Type:</u>	
<input type="checkbox"/> Pier	<input type="checkbox"/> Frost Wall
<input type="checkbox"/> Full Foundation Wall	<input type="checkbox"/> Monolithic or Floating Slab
<input type="checkbox"/> Slab	
<u>Foundation Material:</u>	
<input type="checkbox"/> Stone	<input type="checkbox"/> Concrete
<input type="checkbox"/> Wood	<input type="checkbox"/> Insulated Concrete Forms
<input type="checkbox"/> Other:	_____
<u>Basement Information:</u>	
<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Walk Out
<input type="checkbox"/> Finished	<input type="checkbox"/> Storage
<input type="checkbox"/> Bedrooms	<input type="checkbox"/> Laundry
<u>Building Construction Type:</u>	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel
<input type="checkbox"/> Brick	<input type="checkbox"/> Stone
<input type="checkbox"/> Wood	<input type="checkbox"/> Other: _____
<u>Building Exterior:</u>	
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone
<input type="checkbox"/> Brick	<input type="checkbox"/> Metal
<input type="checkbox"/> Shingles	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Concrete	<input type="checkbox"/> Composition
<input type="checkbox"/> Stucco	<input type="checkbox"/> Other: _____
<u>Building Roof:</u>	
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone
<input type="checkbox"/> Metal	<input type="checkbox"/> Shingles
<input type="checkbox"/> Rubber	<input type="checkbox"/> Other: _____
<u>Building Heating & Cooling:</u>	
<input type="checkbox"/> Hot Air	<input type="checkbox"/> Hot Water
<input type="checkbox"/> Electric	<input type="checkbox"/> Oil
<input type="checkbox"/> Gas	<input type="checkbox"/> Radiant
<input type="checkbox"/> Solar	<input type="checkbox"/> Wood
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Central Air
<input type="checkbox"/> Other:	_____
<u>Water Supply:</u>	
Type:	<input type="checkbox"/> Drilled
	<input type="checkbox"/> Surface Water
	<input type="checkbox"/> Well Point
	<input type="checkbox"/> Spring
	<input type="checkbox"/> Dug Wells
	<input type="checkbox"/> Shore Wells
<u>Sewage:</u>	
<input type="checkbox"/> Holding Tank Size:	_____ Gallons
<input type="checkbox"/> Septic Tank	_____ Gallons
Number of Trenches	_____
Width of Trenches	_____
Length of Trenches	_____
Percolation Rate	_____ Min/Inch
Depth to Boundary Layer or water table	_____
<u>Additional: (Write number or value of each or N/A for not applicable)</u>	
Square Feet of:	Basement: _____
	1st Floor: _____
	2nd Floor: _____
	3rd Floor: _____
Bedrooms:	_____
Rooms:	_____
Full Bathrooms:	_____
Half Bathrooms:	_____
Fireplaces:	_____
Solar Panels:	_____
Kitchens:	_____
Pools:	_____

Proposed Building Information: (Complete all that apply)

<input type="checkbox"/> New Structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Renovation	<input type="checkbox"/> Repair	<input type="checkbox"/> Foundation
<input type="checkbox"/> Reroofing	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Deck	<input type="checkbox"/> Sign	<input type="checkbox"/> Fence
<input type="checkbox"/> Open Porch	<input type="checkbox"/> Covered Porch	<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Pool Fence	<input type="checkbox"/> Above Ground Pool	
<input type="checkbox"/> In Ground Pool	<input type="checkbox"/> Other:	_____			

Manufacturer's Installation Instructions.

Manufacturer's installation instructions, as required by any applicable provision of the Uniform Code or by any applicable provision of the Energy Code, shall be available on the job site at the time of inspection.

The construction documents submitted with the application for a building permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for building permit is for alteration or repair or where otherwise warranted. Attach approved site plan, if applicable.

PLOT DIAGRAM: LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAME(S) AND SHOW SETBACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES. (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED).

Rules and Acknowledgments

All work shall conform to the Town of Greenfield Code and must be completed within 12 months of the date of the building permit issuance, or a new permit shall be obtained by the Applicant.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Town of Greenfield Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit is granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF APPLICANT _____ **DATE:** _____

SIGNATURE OF PROPERTY OWNER _____ **DATE:** _____

FOR STAFF USE ONLY:

DATE/TIME APPLIED _____ RECEIVED BY _____

ZONING OFFICER APPROVAL _____ BUILDING DEPARTMENT _____

DATE ISSUED/DENIED _____ EXPIRATION DATE _____

Notes:

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Building Department**

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Attention Permit Holder

- As per [NY] R 105.2.6 the approved construction drawings must be on-site for all construction inspections. Failure to do so will result in a failed inspection.
- All construction inspections will be scheduled in the order they are received. The permit holder is responsible for contacting the Building Department for all necessary inspections.
- If you are unsure of the **required inspections** for your project, please contact the Building Department.
- **Any** deviation from or changes made to the approved construction documents **must have prior approval** from the Design Professional and the Building Department **before** the commencement of the proposed work.
- The permit holder or their representative **must** be on-site for all construction inspections. Failure to do so will result in a failed inspection.

[NY] R 105.2.3 Approval of Construction Documents

When the authority having jurisdiction issues a building permit, the authority having jurisdiction shall approve the construction documents in writing.

Work shall be installed in accordance with the approved construction documents and the terms and conditions, if any, of the building permit.

[NY] R 105.2.6 Placement of Building Permit and Approved Construction Documents

The building permit, or a copy there of, and **at least one set of approved construction documents shall be kept on the site of the work until the completion of the project.**

The approved construction documents shall be open to inspection by any authorized representative of the authority having jurisdiction.

[NY] R 105.3 Construction Inspections

Any Person or entity performing work for which a building permit had been issued shall keep work accessible and exposed until the work had been inspected and accepted by the authority having jurisdiction, or its authorized agent, at each element of the construction process that is applicable to the work and specified in the stricter of the authority having jurisdiction's Code Enforcement Program or a Part 1203 – Compliant Code Enforcement Program.

[NY] R 105.3.1 Inspection Requests

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the building permit holder to provide access to and means for inspection of such work that are required by this code.

Town of Greenfield

54-5 F.

Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the Town of Greenfield and with the inspector, **and approval shall be received from the inspector prior to the commencement of such change of work.**

Permit Holder's Signature

Date