

# 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:** \_\_\_\_\_

<b>Applicant:</b> _____	<b>Property Owner:</b> _____
<b>EMAIL:</b> _____	<b>EMAIL:</b> _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____
<b>SIGNATURE:</b> _____	<b>SIGNATURE:</b> _____

Tax map ID Number: \_\_\_\_\_ Zoning: \_\_\_\_\_ Zoning Approval Date: \_\_\_\_\_

**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.

\*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



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.

**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: \_\_\_\_\_