



TOWN OF PETERSBURGH BUILDING DEPARTMENT

P.O. Box 125 – 65 Main Street
Petersburgh, New York 12138
Code Enforcement Officer: Doug Hull
PHONE: (518) 658-3777 Ext. 13
FAX: (518) 658-3770

For office use only:

Permit No. _____
Issued: _____ 20____
Expires: _____
Value of Work: _____
Approved by: _____

BUILDING PERMIT APPLICATION

Instructions

This application must be completely filled in by typewriter or in ink and submitted to the Building Department with a Plot Plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas.

This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and details of structural, mechanical, electrical, plumbing and heating installations.

The work covered by this application may not be commenced before the issuance of a building permit.

Upon approval of this application, the Building Department will issue a building permit to the applicant together with approved duplicate sets of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy shall have been granted to the Building Department.

Costs for the work described in the application for the building permit include the cost of all construction and other work done in connection therewith, exclusive of the land.

Any deviation from the approved plans must be authorized. Revised plans are subject to the same procedure as the originals.

A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FOR ALL ELECTRICAL WORK. A PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

YOU MUST CALL THE BUILDING DEPARTMENT FOR AN INSPECTION. THE FOLLOWING PROCEDURES APPLY:

1. Submit surveyor's location of foundation to Building Department for approval before framing is started
2. Foundation inspection before backfill
3. Foundation walls before pouring concrete
4. Footings before pouring concrete
5. Plumbing, heating, framing, and electrical inspections before any closing in of framework
6. Chimney/fireplace/woodstove
7. Insulation inspection
8. When all work is completed, final inspection is required for sewer, water, electrical, health and building codes

Please be informed that in reviewing building plans, all information is taken from the plans. Any changes after the plans have been accepted must be reviewed by the Building Inspector. This department shall expect, upon completion, to find the structure as the plans show.

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK.

This application is to be submitted in duplicate. Please answer all of the following.

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 special conditions as may be indicated on the permit.

The owner of the property is:

(Name) _____ (Address)
Tax Map I.D. No. _____ Telephone Number: _____
Name of Builder: _____ Contact Info: _____
Name of Plumber: _____ Contact Info: _____
Name of Mason: _____ Contact Info: _____
Lot Number: _____ Unit _____ Estimated Value of proposed work: \$ _____
Name of Road: _____ Side of road: North South East West
Nearest Cross Road: _____ Distance from cross road: _____ Ft.
Property is North South East West from Cross Road
If on corner, which corner: Northeast Northwest Southeast Southwest

NATURE OF PROPOSED WORK:

Construction of a new building Addition to a building
 Alteration to a building Demolition of a building
 Change in occupancy Reconstruction
 Other work: Describe: _____

OCCUPANCY:

One-family dwelling Two-family dwelling
 _____ Unit-Multiple Dwelling
 Nonresidential building/structure
 _____-car attached garage
 Other: _____

ACCESSORY BUILDING:

One-car detached garage, Two-car detached garage, Private storage building, Other

BUILDING SPECIFICATIONS: Fill in only for new buildings or additions/alterations to existing buildings.

Kind of construction: Wood frame, fire safe, etc.? _____
Will any second-hand lumber be used? Yes No If yes, for what? _____
Material of foundation walls: _____ Thickness: _____
Depth of foundation walls below grade: _____ Continuous foundation? Yes No
Will there be a cellar? Yes No If yes, material of cellar floor: _____
Type of roof: Sloped Flat Material of roof: _____
Size, wood studs: _____ " X _____", spacing _____ " o.c. length _____ ft.
Size, floor beams, 1st floor: _____ " X _____", spacing _____ " o.c. length _____ ft.
Size, floor beams, 2nd floor: _____ " X _____", spacing _____ " o.c. length _____ ft.
Size, ceiling beams: _____ " X _____", spacing _____ " o.c. length _____ ft.
Size, roof rafters or beams: _____ " X _____", spacing _____ " o.c. length _____ ft.
Exterior Finish: _____ If masonry, what material? _____
Is building to be sheathed? _____ With what material? _____

Finish of interior walls: _____
If garage is to be attached, of what material is wall between garage and main building to be constructed? _____

Is there an opening between garage and building? _____

Kind of heating system: _____ Oil burner/other: _____

Will a flue-lined chimney be provided? _____ Depth of chimney foundation below grade: _____

Height of chimney above roof: _____

Will there be a fireplace/woodstove? _____ Depth of fireplace in hearth: _____

Will a toilet be installed? _____

Will a kitchen sink be installed and connected to water supply? _____

Water supply (Public water or private well): _____

Distance of septic system from any private well: _____

Will drainage system be provided with required traps, cleanouts, and vents? _____

Are New York State architect/engineer plans accompanying this application? Yes No

-If yes, please submit plans with application.

-If no, detailed sketch of proposed construction must be provided on an additional sheet. (under 1,500 sq. ft. only)

PLAN OF PROPOSED CONSTRUCTION: Fill in only for new building or addition or alteration to existing building when no separate plans are required to be filed with this application.

Make drawings at scale of one square equals one foot. Make sketch of floor plans of first and second floors, indicating dimensions of buildings, rooms, doors, windows, etc., location of chimney and plumbing fixtures, etc.

Fill in for new building, addition to existing building, or a change of occupancy.

Indicate on the plot plan road names, the location and size of the property, the location, size and setbacks of proposed buildings, and the location of all existing buildings. Show proposed building(s) in dotted line and existing buildings in solid line.

1. Lot size: (a) Width: _____ Ft., (b) Depth: _____ Ft., (c) Area: _____ Sq. Ft.
2. Existing Use and Occupancy: _____
3. Intended Use and Occupancy: _____
4. Existing buildings: (a) Maximum height _____ Ft., (b) Maximum width _____ Ft., (c) Maximum Depth: _____ Ft.
5. Size of new building: (a) Width: _____ Ft., (b) Depth: _____ Ft., (c) Height: _____ Ft., Floor Area: _____ Sq. Ft.
6. Dimensions and description of Addition, Alteration, or Reconstruction: _____
(a) Width: _____ Ft., (b) Depth: _____ Ft., (c) Height: _____ Ft.
7. Size Yards Width (minimum): (a) Side _____ Ft., (b) Side _____ Ft., (c) Total: _____ Ft.
8. Yard Depths (minimum): (a) Front _____ Ft., (b) Rear _____ Ft.
9. Scenic Preservation Area: Distance from center of creek, or shoreline: _____ Ft.
10. Area Rear Yard: _____ Sq. Ft.
11. Signs (accessories): (a) Area, total: _____ Sq. Ft. (b) Each: _____ Sq. Ft. (c) Setback: _____ Ft. (d) Type: _____ (e) Height: _____ Ft.
12. Filling Station: (a) Number of pumps, total: _____, new: _____, Building area: _____ Sq. Ft., Parking Area: _____ Sq. Ft.

DEVELOPMENT IN FLOOD HAZARD AREAS

Will any work relating to this application take place in a floor hazard area? Yes No

If yes, applicant agrees that no work shall be started until a Floor Hazard Development Permit has been issued by the Floodplain Administrator.

