

INSTRUCTIONS FOR THE BUILDING PERMIT APPLICANT

No Work is to Begin Before the Granting of a Building Permit.

The application must be reviewed prior to any permit being granted.

- Permits for minor construction may be granted the same day.
- Permits for major construction may take ten days for review before a permit is granted.

Please fill out application completely. Two copies must be filed. Please call if you need help or have questions (518-263-4020).

Application must show insurance.

Please include phone numbers for: Owner, Contractor, and if applicable, Architect or Engineer.

If the project is under \$10,000, this department requires a diagram (to scale preferred) of the previous structure and a diagram of the changes to the structure. The application must be submitted with a schedule of the windows and doors and all other items that are to be installed.

All construction costing over \$10,000 must have the seal and signature of a licensed architect or professional engineer and a schedule of the windows and doors, and other items that are to be installed.

THIS APPLICATION MUST HAVE ALL LINES FILLED – NO BLANK SPACES

Village of Hunter
Building Department

VILLAGE OF HUNTER
PO Box 441
Hunter, New York 12442-0441
Telephone: (518) 263-4020 Fax: (518) 263-5530

Date: _____

Permit No. _____

APPLICATION IS HEREBY MADE to the Zoning Enforcement Officer and The Building Inspector for the issuance of a Zoning and Building Permit pursuant to the NYS Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal of demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed in this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

INSTRUCTIONS

1. This application must be completely filled in by typewriter or in ink, and submitted to the Enforcement Officer.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property, must be drawn on the diagram which is part of this application.
3. This application must be accompanied by two (2) complete sets of plans showing proposed construction and three (3) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing and heating installations.
4. The work covered by this application may not be commenced before the issuance of a Zoning and Building Permit.
5. Upon approval of this application, the Village of Hunter Building Inspector will issue a Zoning and Building Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of work.
6. 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.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land.
8. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
9. All electrical work must be performed by a Greene County licensed electrician, or by special permit issued by the Greene County Electrical Licensing Board. Prior to a Certificate of Occupancy being issued, all electrical work must be approved by the New York Board of Fire Underwriters, or other approved inspection agency.

Applicant's Name: _____

Address: _____

Zip: _____

Daytime Phone #: _____

Property Owners:

Name: _____

Address: _____

Zip: _____

Daytime Phone #: _____

Property Location of Proposed Construction

Tax Map No.: Section _____ Block _____ Lot _____

Existing use of property – check one:

Vacant Land

1 or 2 Family Residence

Commercial

Explain proposed use:

Residential

Commercial

Farm

Zoning District: _____

Lot Size: _____

Existing Building Size: _____

New Building Size: _____

Estimated Cost of Construction: _____

NOTE: Inspections by Village of Hunter Building

Inspector are required at the following schedule:

(you must call for inspections with 48 hours prior notice).

1. Site inspection (prior to permit being issued).

2. Footings before pouring concrete.

3. Foundation inspection before backfill.

4. Plumbing, Heating, Framing, Insulation, and

Electrical inspection before any closing in of the framework.

5. Final inspection when all work is completed. No

occupancy of buildings is permitted without a Certificate of

Occupancy.

Name of Compensation or General Liability Carrier and Policy: _____

NOTE: With the issuance of this permit, the Zoning Enforcement Office or Building Inspector, having jurisdiction under the NYS Uniform Fire Protection and Building Code, and the NYS Energy Conservation Code, has permission of the owners and/or the contractors, upon the showing of proper credentials and in the discharge of their duties, to enter upon any building, structure or premise covered by this permit at any reasonable hour, and no person shall thus interfere with the performance of their duties. All applicable inspections as required shall be completed according to the schedule attached at the time of the issuance of the permit.

THIS BUILDING PERMIT, IF FOR
RESIDENTIAL WORK, EXPIRES
ONE (1) YEAR FROM DATE
ISSUED:

Signature of Owner, Applicant or Agent

Print or Type Name of Signer

The application of _____, dated _____ 20____
is hereby approved or disapproved as indicated below:

Building Inspector:
{ } Approved
{ } Disapproved

Reason for denial of permit: _____

Fee Paid: Building Permit _____
Dated: _____ 20____

Code Enforcement Officer
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PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give dimensions according to deed, and show all easements and street names, or supply an approved plot plan showing all the above requirements.

New Building(s) Setbacks:
Front Setback (from center of road) _____
Right Setback _____
Left Setback _____
Rear Setback _____
Building Height _____ Feet _____ Stories

State of New York
County of Greene s.s.:

AFFIDAVIT

I swear that, to the best of my knowledge and belief, the statements in this application, together with the plans and specifications, plot plans and site plans, are a true and complete statement of all proposed work to be done on the described premises, and that all provisions of the NYS Uniform Fire Prevention and Building Code, NYS Energy Conservation Code, and the Village Ordinance and all other laws pertaining to the proposed work, shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature _____
Owner, Owner's Agent, Architect or Contractor

DESCRIPTION OF MATERIALS

SUBMIT WITH CORRESPONDING PLANS AND APPLICATION FOR BUILDING

ADDRESS OF PROPOSED CONSTRUCTION _____

APPLICANT _____ ADDRESS _____ PHONE # _____

OWNER _____ ADDRESS _____ PHONE # _____

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1. EXCAVATION:
Bearing Soil _____

2. FOUNDATIONS:
All concrete to be min. 3000 P.S.I.
Footing sizes _____ Portland Cement Coat: [] Yes [] No
Foundation wall size & material _____ Damproofing material _____
Column footing size _____ Termite protection _____
Column size & material _____ Anchor bolts _____ OC
Girders size & material _____ Footing drain size (3" min. req'd.) _____
Inside to approved sump pit []
Discharge to storm sewer []

ADDITIONAL INFORMATION: _____

3. SLAB ON GRADE:
Ground Cover _____ Perimeter Insulation _____

4. CRAWL SPACE:
Depth (30" min.) _____ Ground cover _____ Insulation _____
Ventilation _____ Sq. Ft. _____

5. CHIMNEY:
Material _____ Flue lining material _____
Prefabricated (make & size) _____ Water Heater _____
ADDITIONAL INFORMATION: _____

6. FIREPLACES:
Type: [] solid fuel [] gas burning Type: [] masonry [] pre-fab
Ash dump & clean out _____ Fireplace: facing _____
Lining _____ Hearth _____ Mantle _____
ADDITIONAL INFORMATION: _____

7. EXTERIOR WALLS:
Wood frame grade & species _____ Stud size & spacing _____ OC
Corner bracing _____ Sheathing _____ Sliding _____
Masonry veneer _____ Brick ties _____ Building paper _____
ADDITIONAL INFORMATION: _____

8. FLOOR FRAMING, 1st FLOOR:
Joist grade _____ size & spacing _____ OC Bridging _____
Sub-floor material _____ finish floor material _____
2nd FLOOR
Joist grade _____ size & spacing _____ OC Bridging _____
Sub-floor material _____ Finish floor material _____
ADDITIONAL INFORMATION: _____

9. PARTITION FRAMING:
 Stud grade _____ size & spacing _____ OC
 ADDITIONAL INFORMATION: _____

10. CEILING JOISTS:
 Grade _____ size & spacing _____ OC Bridging _____
 ADDITIONAL INFORMATION: _____

11. ROOF FRAMING: Minimum design for 45 lb. snow load:
 Rafters, size & grade _____ OC Ridge size _____
 Collar ties _____ OC Trusses _____
 Sheathing _____
 ADDITIONAL INFORMATION: _____

12. ROOFING:
 Material _____ Weight _____ Underlay _____
 ADDITIONAL INFORMATION: _____

13. INTERIOR FINISH: (Sheetrock, size, etc.):
 Walls _____ Ceiling _____
 Garage (sheetrock, size & rating) _____ Ceiling _____
 ADDITIONAL INFORMATION: _____

14. STAIRS:
 Width _____ Rise _____ Run _____
 NOTE: Minimum rise 8 1/4"; minimum run 9" + 1 1/8 nosing (A-code)
 ADDITIONAL INFORMATION: _____

15. PLUMBING (as per Code):
 Sink Drain Size _____ Vent size _____ Lavatory drain size _____ Vent size _____
 Watercloset drain size _____ Vent size _____ Bathtub drain size _____ Vent size _____
 Stall shower drain Size _____ Vent size _____ Laundry drain size _____ Vent size _____
 BUILDING HOUSE DRAIN – SIZE AND MATERIAL _____
 4" house trap location (also show on plans) _____
 ADDITIONAL INFORMATION: _____

16. SEWAGE DISPOSAL:
 Town Sewage Plant Is N.Y.S. Health Department approval needed for this project?
 Yes No
17. HEATING, BTUH RATING _____
 Type _____ Fuel _____ Flue type & size _____
 ADDITIONAL INFORMATION: _____

18. ATTIC VENTILATION:
 Total ceiling area as per plan _____ sq. ft,
 Net vent area _____ sq. ft. (approx.. 1% of ceiling area)
 Soffit _____ sq. ft. Roof _____ sq. ft. Gable _____ sq. ft.
 ADDITIONAL INFORMATION: _____

19. WINDOWS: (Also see N.Y.S. Energy Code)
 Glazing – Insulated [] Yes [] No
20. EXTERIOR DOORS:
 Sizes _____ Insulated [] Yes [] No
21. ELECTRIC WIRING: Application and inspection by the New York Board of Fire Underwriters:
 Safety switch for oil burner [] Yes [] No
 Number of smoke detectors (show on plans) _____
22. INSULATION and VAPOR BARRIER: (Also see N.Y.S. Energy Code)
 (Size, material & R factor)
 Roof _____ Ceiling _____
 Walls _____ Slab (Perimeter) _____
 Foundation Walls _____ Floors over unheated basement or garage _____
 Water pipes _____ Ducts _____
 ADDITIONAL INFORMATION: _____

DESCRIPTION OF MATERIALS

Remarks:

I, the undersigned, do hereby agree to furnish, supply and install the aforementioned materials and comply with the specifications set forth above in conjunction with the erection and construction of the building(s) for which plans were submitted and approved. All items to comply with the N.Y.S. Uniform Fire Prevention & Building Code.

BUILDING PERMIT APPLICATION CHECK LIST

Application should include:

- A. Delineated on surveyed site plan (proposed):
 - 1. Approved sanitary systems construction report.
 - 2. Placement of well – 100' from any SEPTIC (or see #3).
 - 3. Adjoining properties – must show location of: well, septic, springs, streams, creeks, ponds, lakes, watercourses of any nature.

- B. State, County & Town Highways Department forms are to be filed with this office for their requirements for distances from road and their right of way, also culvert construction with proper dimension of pipe.

- C. Compliance Form Parts 4,5 or 6 of the New York State Energy Code Conservation Construction – worksheet and compliance must be submitted from the architect or engineer.

- D. Contractors list with INSURANCE CERTIFICATES attached.
 - Name of Company
 - Owner – Contractor
 - Address
 - Telephone

- E. Excavator:
 - Specify material to be used on backfill of foundation walls

- F. Plumbing and Electrical diagram to include:
 - a. Material list – plumbing
 - b. Location of smoke detectors
 - c. All required GFI circuitry

- G. All construction shall comply with all subdivision covenants and/or deeds, i.e. setbacks, construction restrictions, type, size, etc.

Note: It is the owner's responsibility to see that these covenants and deed restrictions are followed.

VILLAGE OF HUNTER BUILDING DEPARTMENT FEE SCHEDULE

(Effective 04/13/2010)

Total valuation of construction or other activity to be undertaken:

Demolitions: \$100.00

\$100.00 to \$25,000.00: \$ 95.00

\$25,001.00 to \$50,000.00: \$200.00

The first \$50,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

Building Permit – Renewal: 100% of original fee

Building Permits are good for two years.

Certificate of occupancy or statement of prior to certificates: No charge if building permit is in effect. Otherwise, \$50.00 for one and two-family dwellings, \$75.00 for all other.

In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of fifty (50%) percent of the fee paid, provided no work has commenced. If work has commenced, and the application is not approved, the fees paid shall not be refunded.

Permit Number: _____

Issue Date: _____

Tax Map No.: _____

Location: _____

Work Description: _____

Contact Person: _____

Telephone No.: _____

Property Owner: _____

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<u>INSPECTIONS</u>	<u>DATE</u>	<u>NOTES</u>
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FOOTINGS

- (a) Prior to pouring concrete with rods in place

FOUNDATIONS

1. Concrete
 - (a) Prior to pouring concrete with rods, etc. in place
2. Block
 - (a) During laying of Dura-wall, etc.
3. Backfill
 - (a) Drain tile & waterproofing completed
NOTE: BEFORE BACKFILLING
4. Slabs
 - (a) Prior to pour with stone, wire or rod & vapor barrier, etc. in place
5. Framing (3) Inspections
 - (a) 1st
 - (b) 2nd
 - (c) roof
6. Rough Plumbing & Electrical
 - (a) Prior to insulation & sheetrock
7. Insulation
 - (a) During or near completion
8.
 - (a) Final Inspection Completion
 - (b) Final Septic System Approval
 - (c) Final Electrical Approval

NOTE: Items 8a, b, & c to be submitted prior to, or on request for, Certificate of Occupancy.