

TOWN OF MARLBOROUGH
“ Heart Of the Hudson Valley Fruit Section”
MILTON, ULSTER COUNTY, NEW YORK 12547
DEPARTMENT OF BUILDINGS

TEL NO. 795-5100 Ext. # 7
FAX NO. 795-6171

THOMAS CORCORAN JR.
BUILDING INSPECTOR
CODE ENFORCER
FIRE INSPECTOR

Application for Small Addition, Renovation or Alteration Permit
(Copy of current Deed & Tax Bill MUST be submitted with Application)

Building Permit # _____

Date _____

ADDITION _____ **RENOVATION** _____ **ALTERATION** _____ **REPAIR** _____

Size : Length _____ Width _____ Height _____ **Work to Begin :** _____

Section _____ **Block** _____ **Lot** _____

District Location of Property _____ ☐R ☐R-1 ☐RAG-1 ☐C-1 ☐C-2 ☐HD ☐I

Owner _____ **Phone** _____

Address _____

Email _____

Owners Signature _____

Contractor _____ **Phone** _____

Address _____

Contact Person _____ **Phone** _____

Email _____

Location (address) of work _____

This application is pursuant to New York State Fire Prevention and Building Code 9NYNRCC and the Town of Marlborough Zoning Ordinance.

This application MUST be completely filled out in ink and submitted with all required documents or it will be rejected and returned.

Building Permits are issued for 1 year and a \$200, plus half the original cost of permit , charge will be imposed for each 6 month extension.

All construction over \$20,000 requires a set of engineered stamped plans.

TOWN OF MARLBOROUGH BUILDING DEPT.

REQUIRED CHECKLIST FOR APPLICANT

APPLICATION FOR BUILDING PERMIT WILL TAKE APPROXIMATELY 10 DAYS OR MORE FOR PROCESSING. NON-SUBMITTALL OF ALL REQUIRED FORMS AND/OR INFORMATION WILL DELAY PROCESSING.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS THE FOLLOWING CHECKLIST IS COMPLETED.

1. HAVE YOU COMPLETELY FILLED OUT YOUR APPLICATION AND SIGNED IN ALL NECESSARY SPACES. YES ☐ NO ☐
2. HAVE YOU SUBMITTED PROOF OF LAND OWNERSHIP? YES ☐ NO ☐
3. HAVE YOU SUBMITTED BOARD-OF-HEALTH APPROVALS AND/OR TOWN OF MARLBORO WATER AND SEWER PERMITS. YES ☐ NO ☐
4. HAVE YOU SUBMITTED COMPENSATION AND LIABILITIES INSURANCE OR NYS COMP WAIVER. WAIVER MUST BE COMPLETED AND RETURNED BEFORE PERMIT RELEASED. YES ☐ NO ☐
5. HAVE YOU SUBMITTED A CURRENT SURVEY OF THE PROPERTY OR COMPLETED THE PLOT PLAN PAGE IF A SURVEY IS NOT AVAILABLE. YES ☐ NO ☐
6. HAVE YOU SUBMITTED A LIST OF SUB-CONTRACTORS WITH NAMES, ADDRESSES AND PHONE NUMBERS. YES ☐ NO ☐
7. AN ENERGY CODE SHEET MUST BE SUBMITTED. YES ☐ NO ☐
8. HAS THE SITE INSPECTION BEEN DISCUSSED WITH THE BUILDING INSPECTOR? YES ☐ NO ☐
9. MANUFACTURED HOMES/MODULARS MUST BE NYS APPROVED AND HAVE A HUD STAMP WITH COMMISSIONER SIGNATURE. DATE ON THIS STAMP CANNOT BE MORE THAN 5 YEARS OLD. FOUNDATION PLANS MUST HAVE AN ARCHITECT OR ENGINEER SEAL WITH SIGNATURE. NAME OF MANUFACTURER, MODULAR NUMBER AND MODEL NUMBER MUST BE SUPPLIED. YES ☐ NO ☐
10. TWO SETS OF PLANS MUST BE SUBMITTED FOR ALL CONSTRUCTION. THESE PLANS MUST HAVE ENGINEER AND/OR ARCHITECT STAMP. UNDER NYS LAW SECTION 7307 AND 7209, PLANS REQUIRE THE SEAL AND SIGNATURE OF LICENSED ENGINEER OR ARCHITECT. YES ☐ NO ☐

**CERTIFICATION BY APPLICANT

HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.

SIGNATURE: _____

Section _____ Block _____ Lot _____

Estimate Cost of Construction _____

OWNERS NAME _____

ADDRESS _____

TELEPHONE : HOME _____ WORK _____

BELOW IS FOR BUILDING DEPARTMENTS USE ONLY

TYPE OF INSPECTION :

- ☐ 1. SETBACKS -
- ☐ 2. FOOTINGS -
- ☐ 3. FOOTING DRAINS -
- ☐ 4. FOUNDATION WALLS -
- ☐ 5. SLAB -
- ☐ 6. FRAMING -
- ☐ 7. ROUGH ELECTRIC -
- ☐ 8. FIRE BLOCKING / AIR INFILTRATION -
- ☐ 9. INSULATION -
- ☐ 10. PLUMBING -
- ☐ 11. H.V.A.C.-
- ☐ 12. FINAL ELECTRICAL -
- ☐ 13. FINAL -

INSPECTOR'S COMMENTS

INSPECTORS'S SIGNATURE _____ **DATE** _____

TOWN OF MARLBOROUGH

PLOT PLAN

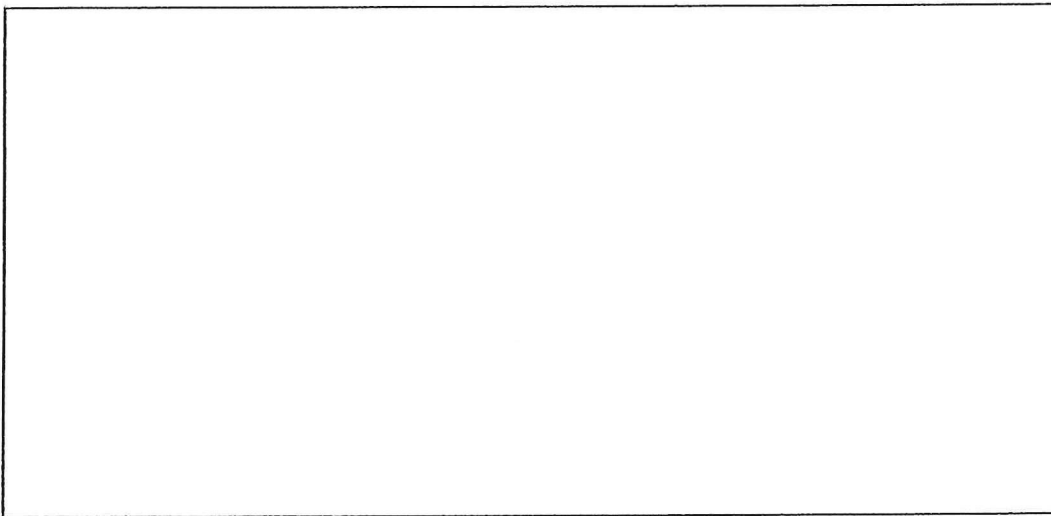
SECTION _____ BLOCK _____ LOT _____

Address : _____

SHOW THE FOLLOWING ON THE PLOT PLAN :

** THE OUTSIDE LINES ARE THE PROPERTY LINES*

- 1) Show ALL the buildings on the property
- 2) Show the new ADDITION on the property and ALL setbacks (distance in feet from the property lines)
- 3) Show ALL roads and driveways
- 4) Show septic leech field and well



Applicants Signature _____

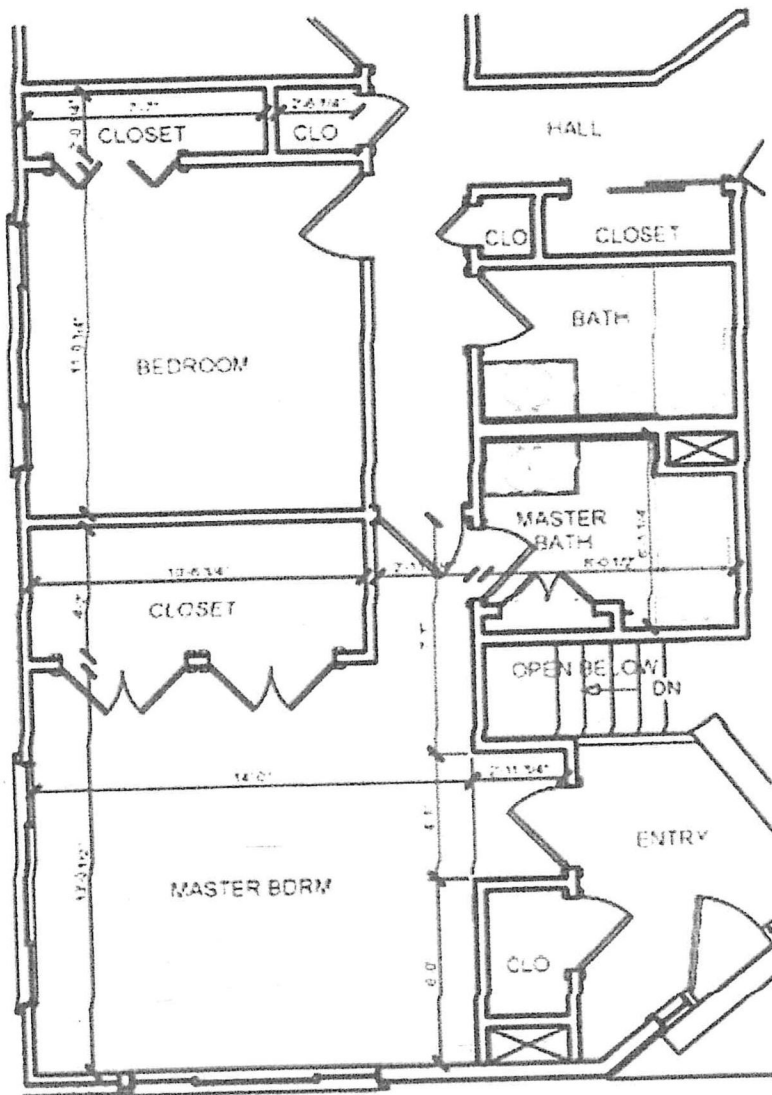
*** This application must meet the Code of the Town of Marlborough**

Section 155-11 (C) Applicability of Regulations

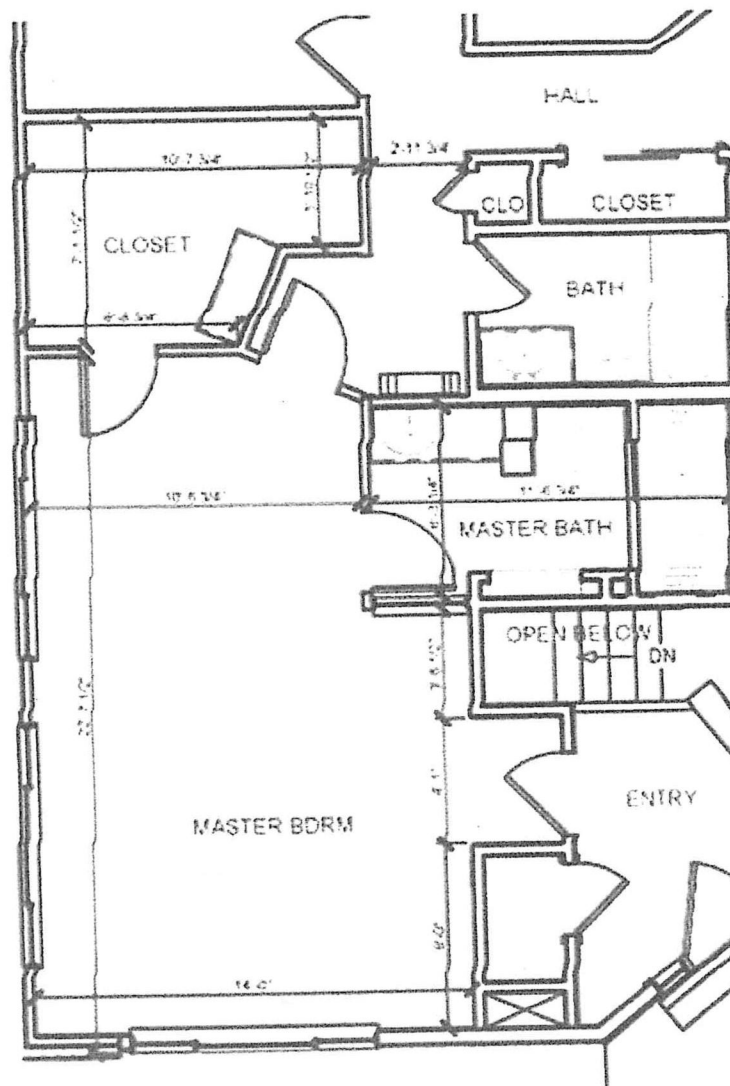
** No existing building shall be altered, enlarged or rebuilt, nor shall any open space surrounding any building be encroached upon or reduced in any manner , except in conformity with the yard, lot area and building locations designed for the district in which such building or open space is located.*

** Must meet setbacks as required in Chapter 155 / Town Zoning / Schedule 1 Lot, Yard and Height Regulations*

Floor Plan BEFORE



Floor Plan AFTER



ADDRESS : _____

Addition _____ **Renovation** _____ **Alteration** _____ **Repair** _____

- 1) NEED FLOOR PLAN (BEFORE AND AFTER) (EXAMPLE ABOVE)
- 2) DIMENSIONS OF ROOMS AND MATERIAL LIST
- 3) LOCATION AND SIZES OF : ROOMS, DOORS, WINDOWS ETC.
- 4) ADDITIONS WILL REQUIRE FOOTING AND WALL DETAILS
- 5) TWO STORY ADDITIONS REQUIRE STAMPED N.Y. CERTIFIED ENGINEER PLANS

SHOW BELOW ON FLOOR PLAN

DEMO OF : WALLS _____ **FLOORS** _____ **ROOF** _____ **FOUNDATION** _____

LOCATION & SIZE OF : WALLS _____ **FLOORS** _____ **ROOF** _____

REPAIR AND / OR REPLACE :

ELECTRIC	Y ☐	N ☐	* SEPARATE ELECTRICAL INSPECTION NEEDED
PLUMBING	Y ☐	N ☐	* PLUMBING TEST NEEDED
FOUNDATION	Y ☐	N ☐	* FROST DEPTH MINIMUM 48"
ROOF	Y ☐	N ☐	* SHINGLES ☐ PLYWOOD ☐ METAL ☐

INSULATION : WALLS : R- _____ **CEILING : R-** _____ **FLOOR : R-** _____

PLYWOOD

INSULATION

ROOF RAFTERS

WALL DETAIL

TOP PLATE

2X6 ALUM. CLAD
WOOD FASCIA

GUTTER AND
DOWNSPOUT

VENTILATED VINYL
SOFFIT W/ SOFFIT

2'-6"
TYP.

GYP. BD.

STUDS @ 16" O.C.

FACED BATT INSULATION

EXTERIOR WALL SYSTEM:

- BUILDING PAPER
- VAPOR BARRIER ON WARM SIDE OF INSULATION

DWELLING UNIT

SILL PLATE SET IN FOAM
SILL SEALER

WALL BASE-

FLOOR FINISH-

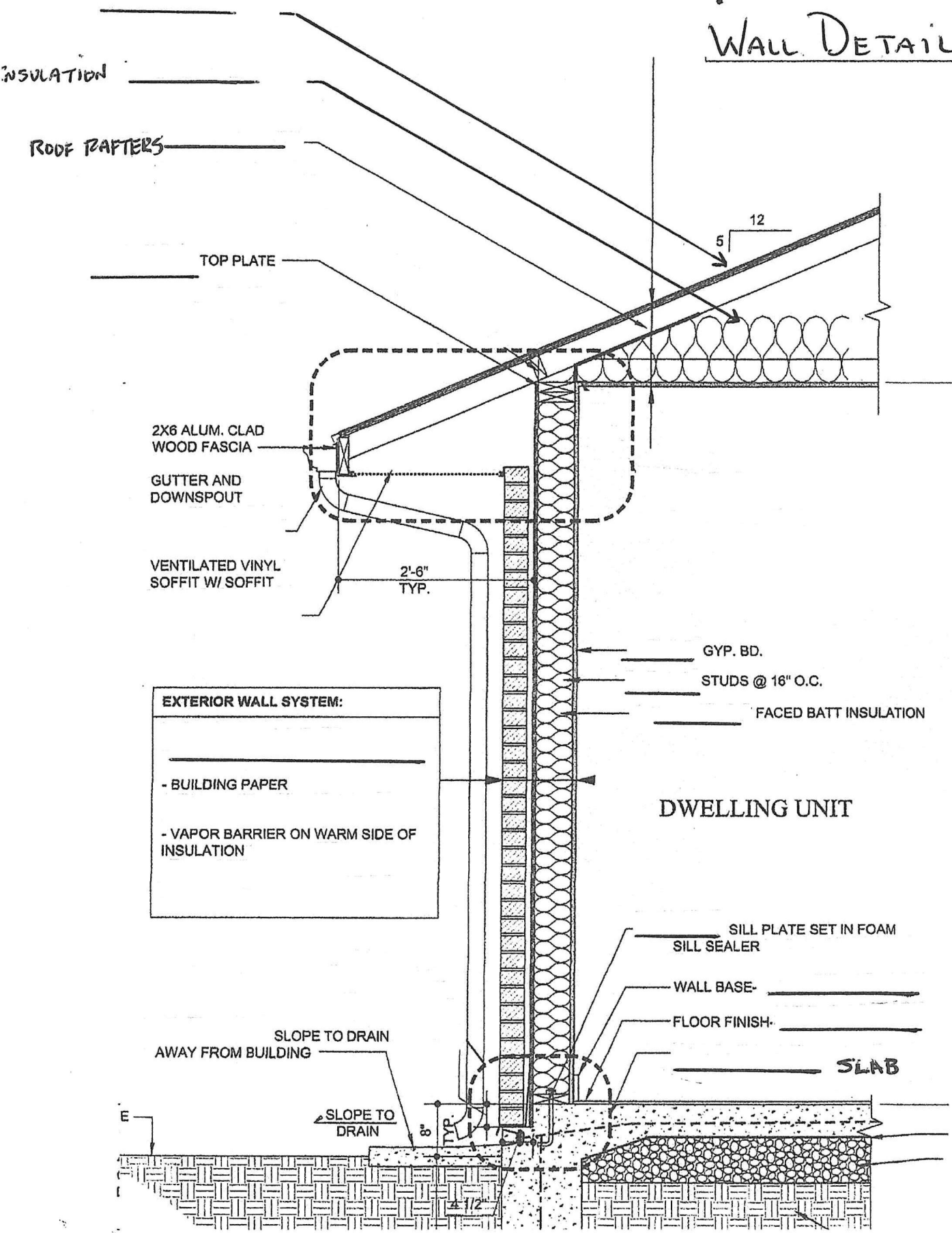
SLAB

SLOPE TO DRAIN
AWAY FROM BUILDING

SLOPE TO
DRAIN

E

4 1/2"



**TOWN OF MARLBOROUGH BUILDING DEPARTMENT
#21 MILTON TURNPIKE, PO BOX 305, MILTON, NEW YORK 12547
PHONE #(845)795-6167 / FAX #(845)795-6171**

**THOMAS CORCORAN
BUILDING/FIRE INSPECTOR
CODE ENFORCEMENT OFFICER**

***ALL INSPECTIONS REQUIRE A 24 HOUR NOTIFICATION (NO EXCEPTIONS)**

***\$50.00 PENALTY WILL BE ASSESSED FOR WORK NOT READY AT INSPECTION**

***UNDER NO CIRCUMSTANCE WILL CONCRETE BE POURED WITHOUT INSPECTION**

***NO ONE IS PERMITTED TO OCCUPY ANY BUILDING CONSTRUCTED UNDER A BUILDING PERMIT WITHOUT A CERTIFICATE OF OCCUPANCY**

INSPECTIONS

WHEN

- | | |
|---|--|
| 1) SETBACKS & FOOTINGS | BEFORE POURING ANY FOOTINGS |
| 2) FOUNDATION/SLAB | BEFORE POURING |
| 3) PERIMETER DRAINS, PARGING
AND WATERPROOFING | BEFORE BACKFILL |
| 4) FRAMING | BEFORE COVERINGS (IE: TYVEK) |
| 5) ROUGH ELECTRIC | BEFORE INSULATION/ENCLOSING |
| 6) ROUGH PLUMBING | BEFORE INSULATION TO INCLUDE
TEST OF WASTE AND DOMESTIC
WATER. |
| 7) FIRE BLOCKING | BEFORE INSULATION |
| 8) INSULATION | BEFORE ENCLOSING WALLS |
| 9) CHIMNEY | BEFORE ENCLOSING WALLS |
| 10) HEATING APPARATUS | UPON COMPLETION TO INCLUDE BACK
FLOW PREVENTER, LOW WATER CUT
OFF & FRESH AIR INTAKE PER CODE. |
| 11) CERTIFIED SURVEY "AS BUILT"
TO INCLUDE SEPTIC LOCATION | ANYTIME BEFORE FINAL |
| 12) 911 ADDRESS NUMBERS | CONTACT INSPECTOR |
| 13) FINAL | AT CONSTRUCTION COMPLETION
INCLUDE: FINAL ELECTRIC CERTIFICATE
FINAL BOARD OF HEALTH |

NOTE: OTHER INSPECTIONS MAY BE REQUIRED AT THE DISCRETION OF THE BUILDING INSPECTOR. (IE: DECK FOOTINGS & FRAMING, STEEL, WELDING, CONCRETE)

INSPECTION AGENCIES
APPROVED BY THE TOWN OF MARLBOROUGH

Electrical Underwriter	Ernie Bello Nicholas Romano	569-1759
NY Certified Electrical Inspectors LLC	Jerry Caliendo	294-7695
Tri State	Lou Ambrosia Vinny Ambrosia Al Shauger	544-2180
Commonwealth	Ron Henry	562-8429
NY Electrical Inspectors	Greg Murod	586-2430
Middle Department (MDIA)	Pete Jennings	518-610-8133
Z3 Consultants Inc.	Gary Beck	471-9370
Swanson Consulting	Joe Swanson	496-4443
NY Electrical Inspections & Consulting	John Wierl	343-6934 551-8466
New York Board	Pat Decina	298-6792
CP Certified Electrical	Chris Peone	853-3202
LM Electrical & Consulting Corp.	Logan Millington	202-2651
SAS Electrical Inspections	Yuri Badovich	801-2172
Inspections On Time	Maria Mendez	233-6711

ANY OTHER INSPECTOR'S OTHER THAN THOSE LISTED ABOVE DO NOT HAVE AUTHORIZATION TO DO INSPECTIONS IN THE TOWN OF MARLBOROUGH

* No Area Code Listed Defaults to 845

SRR311
MEANS OF EGRESS
<TB5.7>

SRR311.1 General. Stairways, ramps, exterior egress balconies, hallways and doors shall comply with this section.

SRR311.2 Construction.

SRR311.2.1 Attachment. Required exterior egress balconies, exterior exit stairways and similar means of egress components shall be positively anchored to the primary structure to resist both vertical and lateral forces. Such attachment shall not be accomplished by use of toenails or nails subject to withdrawal.

SRR311.2.2 Under stair protection. Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 1/2-inch (13 mm) gypsum board.

SRR311.3 Hallways. The minimum width of a hallway shall be not less than 3 feet (914 mm).

SRR311.4 Doors. <TB5.7>

SRR311.4.1 Exit door required. Not less than one exit door conforming to this section shall be provided for each dwelling unit. The required exit door shall provide for direct access from the habitable portions of the dwelling to the exterior without requiring travel through a garage. Access to habitable levels not having an exit in accordance with this section shall be by a ramp in accordance with SRR311.6 or a stairway in accordance with SRR311.5.

SRR311.4.2 Door type and size. The required exit door shall be a side-hinged door not less than 3 feet (914 mm) in width and 6 feet 8 inches (2032 mm) in height. Other doors shall not be required to comply with these minimum dimensions.

SRR311.4.3 Landings at doors. There shall be a floor or landing on each side of each exterior door. The floor or landing at the exterior door shall not be more than 1.5 inches (38 mm) lower than the top of the threshold. The floor or landing at exterior doors other than the exit door required by SRR311.4.1 shall not be required to comply with this requirement but shall have a rise no greater than that permitted in SRR311.5.3. The landing shall be permitted to have a slope not to exceed 0.25 unit vertical in 12 units horizontal (2-percent). <TB5.7>

Exceptions:

1. Where a stairway of three or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required for the exterior side of the door provided the door, other than an exterior storm or screen door does not swing over the stairway.

2. The exterior landing at an exterior doorway shall not be more than 8 1/4 inches (209 mm) below the top of the threshold, provided the door, other than an exterior storm or screen door does not swing over

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the landing.

3. The height of floors at exterior doors other than the exit door required by SRR311.4.1 shall not be more than $8\frac{1}{4}$ inches (209 mm) lower than the top of the threshold.

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The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

SRR311.4.4 Type of lock or latch. All egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

SRR311.5 Stairways. <TB5.7>

SRR311.5.1 Width. Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114 mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31.5 inches (787 mm) where a handrail is installed on one side and 27 inches (698 mm) where handrails are provided on both sides.

Exception: The width of spiral stairways shall be in accordance with SRR311.5.8.

SRR311.5.2 Headroom. The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches (2036 mm) measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.

SRR311.5.3 Stair treads and risers.

SRR311.5.3.1 Riser height. The maximum riser height shall be $8\frac{1}{4}$ inches (209 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm).

SRR311.5.3.2 Tread depth. The minimum tread depth shall be 9 inches (229 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm). Winder treads shall have a minimum tread depth of 10 inches (254 mm) measured as above at a point 12 inches (305 mm) from the side where the treads are narrower. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point. Within any flight of stairs, the largest winder tread depth at the 12 inch (305 mm) walk line shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm).

SRR311.5.3.3 Profile. The radius of curvature at the leading edge of the tread shall be no greater than $\frac{9}{16}$ inch (14 mm). A nosing not less than $\frac{3}{4}$ inch (19 mm) but not more than $1\frac{1}{4}$ inch (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than $\frac{3}{8}$ inch (9.5 mm)

between two stories, including the nosing at the level of floors and landings. Beveling of nosing shall not exceed $\frac{1}{2}$ inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees (0.51 rad) from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter (102 mm) sphere.

Exceptions:

1. A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).
2. The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.

SRR311.5.4 Landings for stairways. There shall be a floor or landing at the top and bottom of each stairway. <TB5.7>

Exception: A floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided a door does not swing over the stairs.

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A flight of stairs shall not have a vertical rise larger than 12 feet (3658 mm) between floor levels or landings.

The width of each landing shall not be less than the width of the stairway served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

SRR311.5.5 Stairway walking surface. The walking surface of treads and landings of stairways shall be sloped no steeper than one unit vertical in 48 inches horizontal (2-percent slope).

SRR311.5.6 Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers. <TB5.7>

SRR311.5.6.1 Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

SRR311.5.6.2 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than $1\frac{1}{2}$ inch (38 mm) between the wall and the handrails. <TB5.7>

Exceptions:

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

SRR311.5.6.3 Handrail grip size. All required handrails shall be of one

of the following types or provide equivalent graspability. <TB5.7>

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least $1\frac{1}{4}$ inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than $6\frac{1}{4}$ inches (160 mm) with a maximum cross section of dimension of $2\frac{1}{4}$ inches (57 mm).

2. Type II. Handrails with a perimeter greater than $6\frac{1}{4}$ inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of $\frac{3}{4}$ inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least $\frac{5}{16}$ inch (8 mm) within $\frac{7}{8}$ inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least $\frac{3}{8}$ inch (10 mm) to a level that is not less than $1\frac{3}{4}$ inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be $1\frac{1}{4}$ inches (32 mm) to a maximum of $2\frac{3}{4}$ inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

SRR311.5.7 Illumination. All stairs shall be provided with illumination in accordance with SRR303.6.

SRR311.5.8 Special stairways. Spiral stairways and bulkhead enclosure stairways shall comply with all requirements of SRR311.5 except as specified below.

SRR311.5.8.1 Spiral stairways. Spiral stairways are permitted for interior use as a component of the means of egress from a habitable room, a basement or an attic, provided the minimum width shall be 26 inches (660 mm) with each tread having a $7\frac{1}{2}$ -inches (190 mm) minimum tread depth at 12 inches from the narrower edge. All treads shall be identical, and the rise shall be no more than $9\frac{1}{2}$ inches (241 mm). A minimum headroom of 6 feet 6 inches (1982 mm) shall be provided. A spiral stair is not permitted to be the only means of egress from a story of a building.

SRR311.5.8.2 Bulkhead enclosure stairways. Stairways serving bulkhead enclosures, not part of the required building egress, providing access from the outside grade level to the basement shall be exempt from the requirements of SRR311.4.3 and SRR311.5 where the maximum height from the basement finished floor level to grade adjacent to the stairway does not exceed 8 feet (2438 mm), and the grade level opening to the stairway is covered by a bulkhead enclosure with hinged doors or other approved means. <TB5.7>

SRR311.6 Ramps.

SRR311.6.1 Maximum slope. Ramps shall have a maximum slope of one unit vertical in twelve units horizontal (8.3-percent slope).

Exception: Where it is technically infeasible to comply because of site constraints, ramps may have a maximum slope of one unit vertical in eight horizontal (12.5 percent slope).

SRR311.6.2 Landings required. A minimum 3-foot-by-3-foot (914 mm by 914

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mm) landing shall be provided:

1. At the top and bottom of ramps.
2. Where doors open onto ramps.
3. Where ramps change direction.

SRR311.6.3 Handrails required. Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

SRR311.6.3.1 Height. Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

SRR311.6.3.2 Handrail grip size. Handrails on ramps shall comply with SRR311.5.6.3.

SRR311.6.3.3 Continuity. Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1.5 inches (38 mm) between the wall and the handrails.

SRR312
GUARDS

SRR312.1 Guards. Porches, balconies, ramps or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

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Porches and decks which are enclosed with insect screening shall be equipped with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

SRR312.2 Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter.

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through.
2. Openings for required guards on the sides of stair treads shall not allow a sphere $4 \frac{3}{8}$ inches (107 mm) to pass through.