

STEPS TO A TOWN OF KNOX BUILDING PERMIT

RESIDENTIAL BUILDING CONSTRUCTION

☐ State, County or Town Road Permits or Approvals

☐ County Health Department Approvals

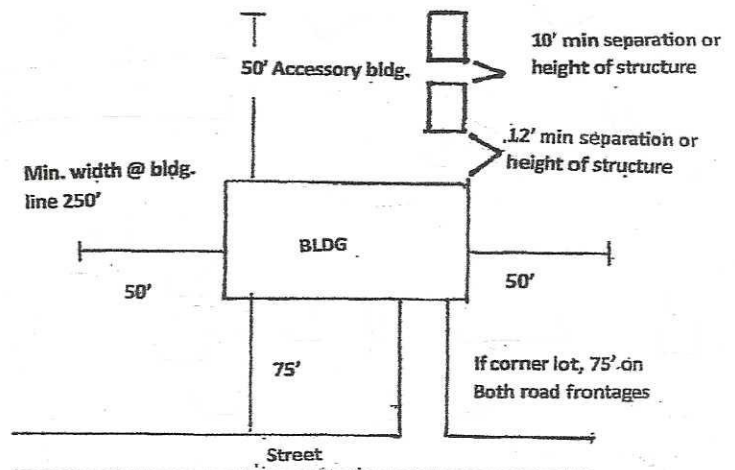
☐ Preliminary Approval – Well

☐ Preliminary Approval – Septic

☐ Subdivision Approval

Zoning Requirements

- Lot Size 3 Acres (minimal)
- Building Setback 75 Feet
- Side Yard 50 Feet
- Back Yard 50 Feet
- Min. Width at Bldg Line 250 Feet
- Min. Living Space 1000 sf
- NYS Licensed Architect or Engineers Stamp



Building Permit Process

☐ Complete application

☐ Pay Application Fee

*Inspections – All inspections require 48-hour advance notice to Building Department

- Footing formwork before concrete pour (undisturbed soil, proper steps, etc.)
- Foundation Wall before backfill (drain tile, backfill material, waterproofing, insulation, etc.)
- Rough Framing and Roofing (support columns, truss bracing & Certificate, headers, etc.)
- Rough Plumbing (house trap & fresh air vents, 3" roof vents, non-plastic supply)
- Electrical sticker and certification by an inspection office approved by this office.
- Insulation (roof, wall, floor or basement wall, windows, vapor barrier, etc.)
- Final Inspection (railings, smoke/CO detectors, ground-fault circuits, caulking, etc.)

☐ Final Albany County Health Department Approval

☐ Final Electrical Certificate

☐ Final Energy Code Compliance (certificate and blower door test)

☐ Certificate of Occupancy OR Completion

**THE TOWN OF KNOX REQUIRES THAT ALL CONSTRUCTION AND DEMOLITION MATERIALS BE PROPERLY
DISPOSED OF IN A LICENSED CONSTRUCTION AND DEMOLITION FACILITY**

Contact Information:

Dan Sherman (518) 518-895-2782 / (518) 935-7101 © email: buildinginspector@knoxny.org

Rich Loucks (518) 872-2320

Knox Town Hall (518) 872-2551

OFFICIAL USE
ONLY

Fee _____
Date _____
Rec'd by _____
Tax Map # _____

TOWN OF KNOX

TOWN HALL
KNOX, NY 12023
(518) 872-2551

BUILDING DEPARTMENT

Application for Building or Zoning Permit

Please check one (if none is checked permit will be mailed) ☐ Mail Permit ☐ Call for Pick-Up ☐ Mail Permit

District: ☐ R ☐ A ☐ B ☐ LC1 ☐ LC2

1. Address of Proposed Work: _____

2. Property Owner: _____
Address: _____ Zip: _____
Phone: () _____ Email: _____

3. Architect or Engineer of Record: _____
Address: _____ Zip: _____
Phone: () _____ Email: _____

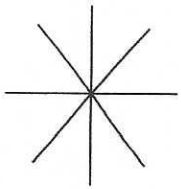
4. General Contractor/Construction Manager: _____
Address: _____
Phone: () _____ Email: _____

5. Lot Size: (a) Width _____ ft.; (b) Depth _____ ft.; (c) Area _____ acres

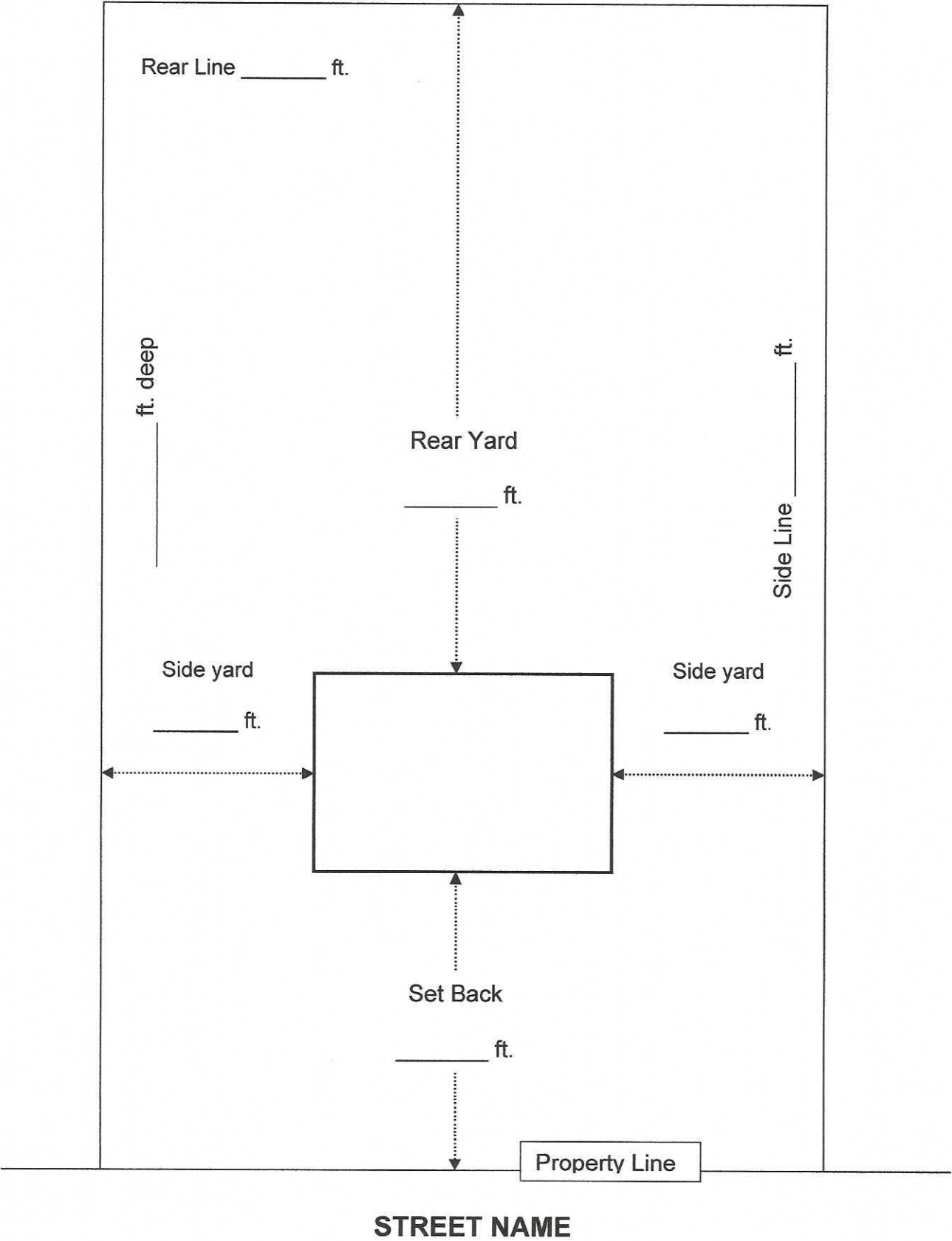
6. ☐ Commercial ☐ Residential ☐ Mixed Project Cost Total: \$ _____

7. Proposed Work to Be Done: *Please describe in detail work to be done including the Prior/Current Use and if applicable the Proposed Use*

8. Other
 A. The applicant shall notify the office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions.



Mark North Point



Building Fee Schedule – Town of Knox

Effective Feb. 1990 - Updated Nov. 2008, Aug. 2016, May 2023

1. Residential Building Permit

a. New Residential Buildings (including trailers, modulars, etc.)

0 – 2,000 square feet	\$250.00
2,001 – 3,000 square feet	\$300.00
3,001 – over	\$350.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 – \$10,000	\$100.00
\$10,001 - \$30,000	\$150.00
\$30,001 - \$70,000	\$200.00
\$70,000 and over	\$250.00

c. All Building Permits will be valid for 1 year

Building Permit Renewals each successive 6 month period:
\$25.00 or one half of original fee (whichever is more)

d. Subdivisions

Filing Fee	\$100.00
Fee per Lot	\$50.00

2. Miscellaneous Permits

Pole Barns, Garages, Accessory Buildings, Fire Inspections.....	\$100.00
Additions to Accessory Building, Decks, Pools, New Chimneys, Woodstoves, Residential Solar, Etc.	\$75.00

3. Certificate of Occupancy

With Building Permit	No Charge
Additional Copies	\$10.00

4. Temporary Certificate of Occupancy

First 6 month period	\$25.00
Successive 6 month periods (limit 2)	\$10.00

5. Commercial, Industrial (Non-Residential) Building Permit

a. New Buildings

0 – 5,000 square feet	\$500.00
5,001 – 15,000 square feet	\$1,000.00
15,001 and over	\$1,500.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 – \$10,000	\$200.00
\$10,001 - \$30,000	\$300.00
\$30,001 and over	\$400.00

c. All Building Permits will be valid for 1 year

Building Permit Renewals each successive 6 month period:
\$25.00 or one half of original fee (whichever is more)

d. Commercial Solar Array\$1,500.00

6. Churches, Fire Departments, or other Non-Profit Organizations:

Fees are waived, permits are required.

7. Appeal Application – Zoning Board of Appeals \$35.00

8. Cellular Tower Application Fees

Application Fee	\$2,500.00
Co-Location Fee	\$1,000.00