



Town of Colonie Building and Fire Services Department
Public Operations Center, 347 Old Niskayuna Road
Latham, New York 12110

Phone (518) 783-2706

www.colonie.org/departments/building

Permit # _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. If the owner is not the applicant, the applicant swears that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

APPROVAL/DISAPPROVAL

ADDRESS OF SUBJECT PROPERTY

Number	Street	City	State	Zip
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Name of applicant_____

Address				
Number	Street	City	State	Zip

Phone (W)_____ **(Cell)** _____ **Email**_____

Name of Tenant (if applicable) _____

Contact Person _____ **Email** _____

Address				
Number	Street	City	State	Zip

Phone Number (W)_____ **(Cell)**_____ **(Fax)**_____

Property Owner(s) Name _____ **Phone** _____

Address					
	Number	Street	City	State	Zip

General Contractor _____

Address				
Number	Street	City	State	Zip

Phone Number (W) _____ **(Cell)** _____ **(Fax)** _____

****THE GENERAL CONTRACTOR'S CURRENT CERTIFICATE OF WORKERS COMP (Form C-105.2, U26.3 or CE-200) AND GENERAL LIABILITY INSURANCE (ON ACORD FORM) ARE REQUIRED TO BE ON FILE (Town of Colonie must be certificate holder) WITH THIS OFFICE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT****

Estimated Cost of Construction \$_____ **Floor Area of Construction (Sq. Ft.)**_____

The building/space fire sprinkler system is: Existing_____ Proposed_____ Alteration_____ N/R_____

The building/space fire and smoke detection system is: Existing_____ Proposed_____ Alteration_____ N/R_____

The building/space fire alarm system is: Existing_____ Proposed_____ Alteration_____ N/R_____

SIGNATURE OF APPLICANT _____ **Date** _____

PLEASE PRINT NAME LEGIBLY

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR OFFICIAL USE ONLY XXX

Fee Amount \$ _____ Date Paid/Check No. _____
(This fee is not refundable)

Application of _____ Dated _____
is hereby approved (disapproved).

Reason for refusal of permit _____

PROPOSED USE _____

Date _____

THIS PERMIT EXPIRES TWO (2) YEARS FROM DATE ISSUED
A SEPARATE SIGN PERMIT APPLICATION IS REQUIRED FOR EACH SIGN TO BE INSTALLED

INSTRUCTIONS

1. This application must be completed legibly in ink and submitted to the Town of Colonie Building Department in person or by mail.
 2. This application must be accompanied by two (2) sets of plans showing proposed construction and two (2) 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, plumbing and heating installations.
 3. The work covered by this application may NOT be commenced before the issuance of a Building Permit.
 4. Upon approval of this application, the Building Dept. will issue a building permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises and available for inspection throughout the progress of the work.
 5. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy is granted by the Building Dept.
 6. Costs of the work described in the application for a Building Permit include the cost of all construction, and other work done in connection therewith, exclusive of the cost of the land. If final costs shall exceed the estimated cost, an additional fee may be required before the issuance of a Certificate of Occupancy.
 7. 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.
 8. **A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM AN APPROVED ELECTRICAL INSPECTION AGENCY FOR ALL ELECTRICAL WORK.**
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INSPECTION SCHEDULE

YOU MUST CALL THE BUILDING DEPARTMENT (518-783-2706) FOR THE FOLLOWING INSPECTIONS.
NOTE: ANY WORK COVERED OR CONCEALED BEFORE INSPECTION AND APPROVAL SHALL BE EXPOSED FOR INSPECTION AT THE APPLICANT'S EXPENSE.

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Submit a surveyor's location of foundation to the Building Dept. for zoning approval before framing is started.
4. Plumbing, heating, framing, and electrical inspection before any closing of the framework. Electrical inspections are done by one of the following approved electrical inspectors:

Middle Department Inspection Agency	518-273-0861
Commonwealth Electrical Inspection Service Inc.	518-238-2229
Smart Wire Inspection Group	518-441-5975

5. Insulation Inspection
6. When all work is completed, a final inspection of the site, building and all utilities is required. No occupancy of the building is permitted without a Certificate of Occupancy issued by the Building Dept.