

TOWN OF GUILDERLAND

Building Department

P.O. Box 339

Guilderland, N.Y. 12084

INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR A BUILDING PERMIT

1. The application page must be completely filled in and submitted to the Building Department.
2. **Provide a 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. New structures shall be proposed in locations compliant with Section 280-24 of the Town of Guilderland Zoning Code (Dimensional Criteria). Also, represent any new driveways on the plot plan. A 3ft setback is required to adjacent property lines.**
<https://ecode360.com/31715424>
3. This application must be accompanied by two (three for commercial projects) complete sets of plans showing proposed construction and 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, heating installations.
4. **Call the building department for a fee amount due at time of application submission. This is a non-refundable plan review fee.**
5. Indicate the responsible party to satisfy insurance requirements and submit NYS Workers Comp., Disability & Liability information unless it is up to date and on file at the Building Department. To obtain a waiver visit www.wcb.ny.gov.
6. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
7. Upon approval of this application, the building department will issue a Building and Zoning Permit to the applicant together with approved 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 the work.
8. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.
9. 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.
10. Any deviation from the approved 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.
11. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM A THIRD PARTY ELECTRICAL INSPECTOR FOR ALL ELECTRICAL WORK. PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.
12. Complete the Notice of Utilization of Truss Type Construction if trusses or engineered lumber are utilized within the habitable building envelope of a residential occupancy.
13. Contact other agencies for approvals as required:
 - Town of Guilderland Water and Wastewater Department 518-456-6474
 - Town of Guilderland Highway Department 518-861-5108
 - NYS Department of Transportation 518 457-6195
 - Albany County Health Department 518-447-4631



Application for Building and Zoning Permit

TOWN OF GUILDERLAND

Guilderland Town Hal
P.O. Box 339, Route 20
Guilderland, N.Y. 12084

Building Department
Ph: 356-1980
www.townofguilderland.org

Date: _____, 20____

Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State 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 the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

NOTE – READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____
Address _____
Phone _____
Email _____

Zoning District _____
Tax Map Number: _____
Flood Zone Designation _____

Owner's Name _____
Address _____
Phone _____

Lot Size _____ Area _____
Existing Building Size _____
New Building Size _____

Property Location of Proposed Construction

NEW BUILDING YARDS: Zoning Set Backs:

Front Yard Depth _____ Feet
Right Side Yard Width _____ Feet
Left Side Yard Width _____ Feet
Rear Yard Depth _____ Feet
Bldg. Height _____ Feet _____ Stories

Existing Use _____

Proposed Construction: _____

Estimated Cost \$ _____
Floor Area _____

Name of Responsible Party Carrying Insurance
(If using a CE-200, attach a separate form for each permit)

Fee \$ _____

Signature of Owner, Applicant or Agent

NOTE: THIS BUILDING PERMIT EXPIRES 6 MONTHS FROM DATE ISSUED UNLESS CONSTRUCTION COMMENCED, THEN IT EXPIRES 12 MONTHS AFTER DATE ISSUED

Dated _____, 20____

Deputy Building Inspector

*Notice of Utilization of Truss Type Construction,
Pre-Engineered Wood Construction and/or Timber Construction*

TOWN OF GUILDERLAND

Building Department Phone: 356-1980 PO Box 339 Guilderland NY 12084 www.townofguilderland.org

To: The Town of Guilderland Building Department (Cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

- _____ New residential structure
- _____ Addition to the existing residential structure
- _____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

- _____ Truss type construction
- _____ Pre-engineered wood construction
- _____ Timber construction

in the following location(s) (check applicable line):

- _____ Floor framing (including girders and beams) **F**
- _____ Roof framing **R**
- _____ Floor framing and roof framing **FR**

Date: _____

Signature: _____

Printed Name: _____

☐

Owner

☐

Owner's Representative

DESCRIPTION OF MATERIALS

PLANS SHOULD INCLUDE THE FOLLOWING INFORMATION AS APPLICABLE

SITE OF PROPOSED CONSTRUCTION:

Name of owner..... Address of project.....Distance to property line from new construction

FOUNDATION:

- Footing sizes
- Foundation wall size & material
- Column/Post size & material ▪
Girder/Beam size & material
- Dampproofing/Parging material
- Anchor bolt size & spacing

FLOOR SLAB:

- Vapor barrier thickness & material
- Slab thickness & material

CRAWL SPACE:

- Ventilation opening size & material

FLOOR FRAMING:

- Joist size & spacing
- Sub-floor size & material
- Finish floor material
- Method of attachment for joists to
girder/beam

WALL FRAMING:

- Stud size & spacing
- Sheathing size & material
- Exterior/Interior finish size & material

CEILING FRAMING:

- Joist size & spacing
- Interior finish size & material

ROOF FRAMING:

- Indicate rafters or trusses
- Slope of roof
- Rafter/Truss size & spacing
- Ridge board size
- Rafter tie size & spacing
- Sheathing size & material
- Ventilation method
- Attic access size and location

ROOFING:

- Type of material
- Ice & water protection locations
- Flashing locations

STAIRS:

- Width of stairway
- Height of risers
- Depth of treads
- Height of handrails
- Spacing of spindles

INSULATION:

- Submit a Department of Energy
compliance checklist
OR
- Material & R-Value in ceilings
- Material & R-Value in walls
- Material & R-Value in floor/basement walls

WINDOWS:

- Type of glazing material
- Area of glazing ▪ Openable area
- Height of open area
- Width of open area
- Height of sill above finish floor

DOORS:

- Size and material of door
- Type of door

HEATING:

- Type & efficiency of furnace

PLUMBING:

- Location of fixtures
- Supply pipe size & material
- Drain/Vent pipe size & material
- Indicate town sewer & water or private well
& septic system