



# City of Saratoga Springs

## BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866  
PHONE 518-587-3550 FAX 518-580-9480

### APPLICATION FOR DETACHED GARAGE

1. **APPLICATION MUST BE FILLED OUT COMPLETELY INCLUDING ALL SIGNATURES.**
2. The appropriate permit fee, as calculated on page two of this application (check made payable to *Commissioner of Finance*) must accompany application.

THE INDIVIDUAL FILING THIS APPLICATION, TO THE FULLEST EXTENT PROVIDED BY LAW, SHALL INDEMNIFY AND SAVE HARMLESS THE CITY OF SARATOGA SPRINGS, ITS AGENTS AND EMPLOYEES (HEREINAFTER REFERRED TO AS "CITY"), FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSE (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES), ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK COVERED BY THIS BUILDING PERMIT APPLICATION, SUSTAINED BY ANY PERSON OR PERSONS, PROVIDED THAT ANY SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE, OR DEATH, OR TO INJURY TO OR DESTRUCTION OF PROPERTY CAUSED BY THE TORTIOUS ACT OR NEGLIGENT ACT OR OMISSION OF APPLICANT, ITS CONTRACTOR OR ITS EMPLOYEES OR ANYONE FOR WHOM THE CONTRACTOR IS LEGALLY LIABLE OR SUBCONTRACTORS. \_\_\_\_\_ INITIAL

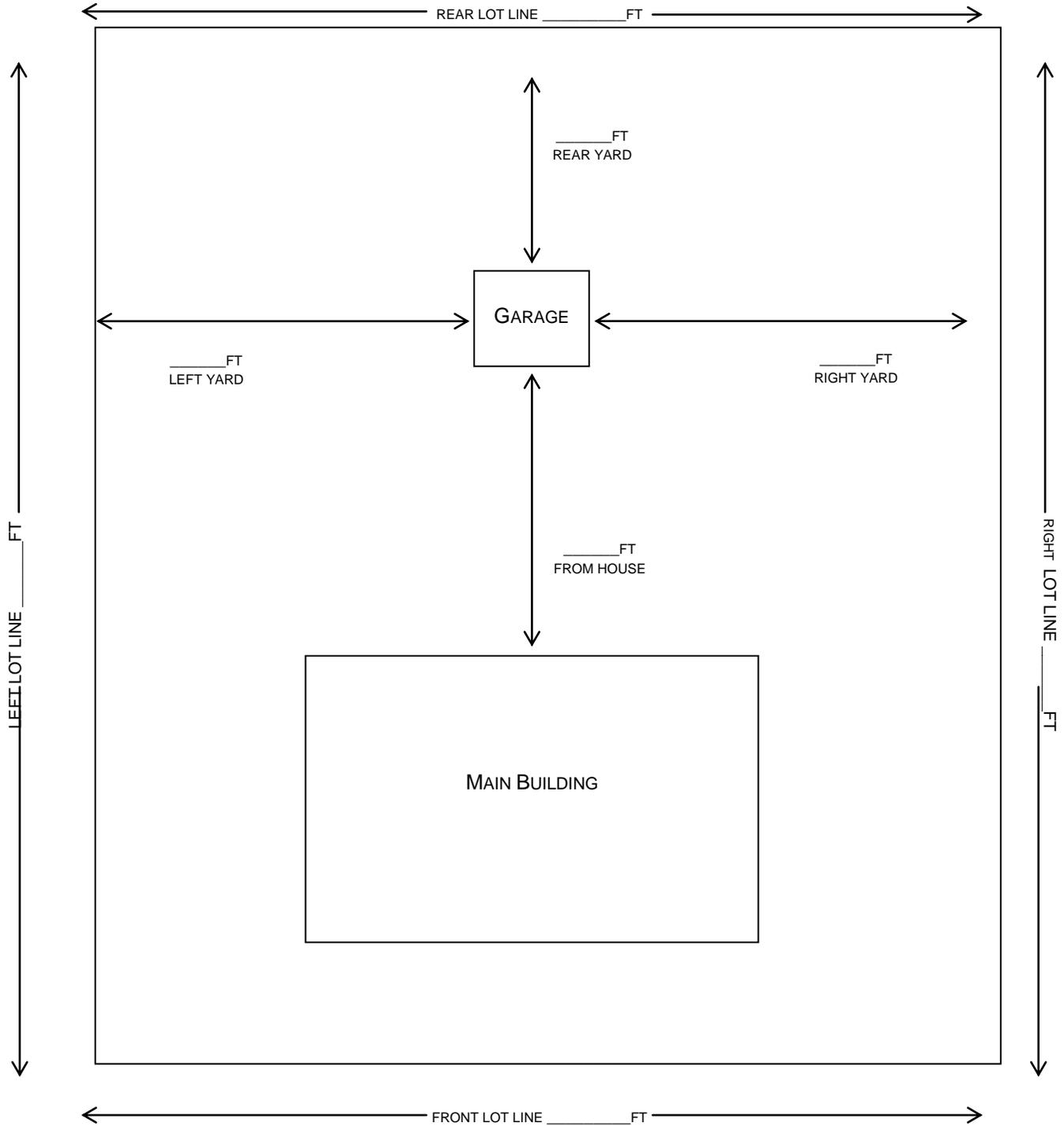
<b>Location Information</b>			
JOB SITE ADDRESS _____		TAX MAP ID# _____	
ZONING DISTRICT _____		TOTAL COST OF WORK \$ _____	
ARCHITECTURAL REVIEW DISTRICT	YES NO	D.R.C. DECISION DATE _____	
		(PLEASE ATTACH COPY OF DECISION)	
HISTORIC REVIEW DISTRICT	YES NO	H.O.A. APPROVAL DATE _____	
		(PLEASE ATTACH COPY OF APPROVAL)	
IS JOB SITE IN A FLOOD PLAIN?	YES NO		
<b>OWNER INFORMATION</b>			
OWNER'S NAME _____		PHONE _____	
ADDRESS _____		EMAIL _____	
		OWNER'S SIGNATURE _____	DATE _____
<b>APPLICANT INFORMATION (IF APPLICABLE)</b>			
APPLICANT _____		PHONE _____	
ADDRESS _____		EMAIL _____	
		APPLICANT'S SIGNATURE _____	DATE _____
<b>CONTRACTOR INFORMATION (IF APPLICABLE)</b>			
		CID# _____	
COMPANY NAME _____		PHONE _____	
ADDRESS _____		EMAIL _____	
		CONTRACTOR'S SIGNATURE _____	DATE _____

<b>FOR STAFF USE ONLY:</b>		
FILE # _____	DATE/TIME APPLIED _____	RECEIVED BY _____
APPLICATION # _____	PERMIT # _____	DATE ISSUED _____



## LOT PLAN AND LOCATION INFORMATION

Locate main building (including additions), any accessory structures, swimming pool, etc. Give all yard dimensions.



## DETACHED GARAGE APPLICATION REQUIREMENTS

### THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. Detailed drawings to include (but not limited to): (a) foundation; (b) floor and wall framing; (c) roof rafters or trusses; (d) roofing materials; (e) energy code compliance path, if conditioned space.
  - a) Unit to be built to withstand Ground Snow Load of 50psf and wind speed of 90mph
2. The attached plot plan must be filled out completely. Include a survey (if available), showing garage location as well as location of (including and additions), any accessory structures, swimming pools, etc. and all yard dimensions.
3. AN APPROVED ELECTRICAL INSPECTION AGENCY MUST INSPECT AND PROVIDE A CERTIFICATE OF COMPLIANCE FOR ANY ELECTRICAL WORK.
4. LIABILITY INSURANCE COVERAGE:
  - (a) *For general contractors acting in the capacity of a general contractor:* a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the City of Saratoga Springs as an Additional Insured and Certificate Holder;
  - (b) *For homeowners acting as general contractor – see Homeowner Insurance Requirements (attached).*
  - (c) *All Applicants* must provide proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance or a waiver of same as determined by the NYS Workers Compensation Board.

## DETACHED GARAGE PLANS REQUIREMENTS FOR PERMITS

The information that we require is as follows:

### Foundation(if any)

- **Slab/Patio Blocks/etc:** Size, Material Type

### Floors

- **Joists:** Size, Spacing, Material Type
- **Decking:** Size, Material Type, Attachment to Joists

### Walls

- **Sills:** Size, Material Type
- **Studs:** Size, Material Type, Spacing
- **Headers:** Size, Material Type
- **Sheathing:** Size, Material Type
- **Siding:** Material Type

### Roof/Ridge Board

- **Rafters:** Material Type, Spacing
- **Trusses:** Material Type, Spacing(Engineers Stamp Required)
- **Sheathing:** Size(1/2" min.), Material Type
- **Covering:** Material Type
- **Underlayment:** As required by covering material type
  - **Ice Protection:** From eave edge to at least 24" inside exterior wall line
  - **Felt paper:** As required by slope
- **Venting:** As required by covering material type

### Design Criteria

- Unit to be built to withstand Ground Snow Load of 50psf and Wind Speed of 90mph
- Lot Placement
- Area Requirements of property Zoning District to be followed and noted on a plot plan or survey.

***Additional information may be required by the reviewing inspector as deemed necessary.***



**CITY OF SARATOGA SPRINGS  
BUILDING DEPARTMENT  
City Hall - 474 Broadway  
Saratoga Springs, NY 12866**

**Phone 518-587-3550 ext 2511**

**Fax 518-580-9480**

**Stephen Shaw  
Building & Zoning Inspector**

**City of Saratoga Springs' Building Permit Process  
HOMEOWNER INSURANCE REQUIREMENTS**

A **Homeowner** is defined as an individual who is the owner of the home to be renovated or constructed who plans on living in that home and is performing **ALL** of the work themselves. That means that no contractor or individual will be paid any sum of money to perform any work on the project submitted as a "Homeowner Project" for the Building Permit Application being processed.

If you are a homeowner applying for a City of Saratoga Springs' Building Permit and are **performing construction of a personal home project by yourself**, you will need to obtain the following documents when applying for your building permit for the projects specified:

- **Minor Remodels, Sheds, and Ground Floor Decks:** You are required to provide a Certificate of Insurance evidencing proof your Homeowners Insurance acknowledges your project and provides evidence of liability coverage in the amount of Three Hundred Thousand Dollars (\$300,000).
- **New Construction, Major Home Renovations Upper Story Decks, and/or Pools:** You will be subject to the same insurance requirements as a professional, commercially insured contractor. You are required to provide a Certificate of Insurance for Commercial General Liability Insurance in the amount of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate. The insurance provided must be from an insurance carrier licensed & admitted to do business in the State of New York and name the City as an Additional Insured for the building permit process.

The Laws of New York 1998 Chapter 439 require that each building permit applicant provide proof the applicant is in compliance with Section 57 of the NYS Workers Compensation Law by providing proof they are (1) insured (C-105.2 or U-26.3) or are exempt (CE-200). The CE-200 is a Certificate of Attestation of Exemption from the NYS Workers' Compensation Board for Workers Compensation and Disability Coverage. Form CE-200 must be filled out electronically on the NYS Workers Compensation Board's website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us), under the heading "Forms". Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the City from which he/she is getting the permit.

Your insurance agent should be consulted prior to your making any application for a City Building Permit. While it may appear to be convenient to obtain a building permit for a contractor or to identify yourself as your own contractor, it is important for you to protect yourself against financial loss and to comply with the NYS Building and Workers Compensation Laws. Your insurance agent will assist you in doing that. Financial penalties are severe if the NYS laws are not followed.

**It is important to remember that you must provide all required documents as outlined in this package, BEFORE the City of Saratoga Springs will formally review your building permit application.**

***If you have any questions regarding these insurance requirements, please contact Marilyn Rivers, Risk & Safety Officer at (518) 587-3550 x2612.***