



City of Saratoga Springs

BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866
PHONE 518-587-3550 x2511 FAX 518-580-9480

APPLICATION FOR PORCH OR UNHEATED SUNROOM PERMIT

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

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

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

**SPECIFICATIONS & MATERIALS LIST
AND
CALCULATION OF PERMIT FEE**

GENERAL	SIZE	MATERIAL	SPECIFICATIONS	OTHER
FOOTINGS				
FLOOR FRAMING:				
POSTS				
BEAMS				
JOISTS				
LEDGER				
DECKING				
STAIRS				
WALL FRAMING:				
SILLS				
STUDS				
HEADERS				
SHEATHING				
INSULATION (IF ANY):				
EXTERIOR WALLS				
CEILING/ROOF				
ROOF:				
RAFTERS				
TRUSSES				
SHEATHING				
UNDERLAYMENT:				
ICE PROTECTION				
FELT PAPER				
FINISH WORK	SIZE	MATERIAL	UNDERLAY	OTHER
EXTERIOR WALLS				
INTERIOR WALLS				
FLOOR				
CEILING				
ROOFING				
LANDINGS				
HANDRAILS				
GUARDS				
MISCELLANEOUS	SIZE	MATERIAL	OTHER	

FEE CALCULATION

1. BASIC FEE - \$125.00 PER STRUCTURE = \$125.00

2. CALCULATION BY SQUARE FOOTAGE

\$.20 / SQ. FT. X _____ = _____

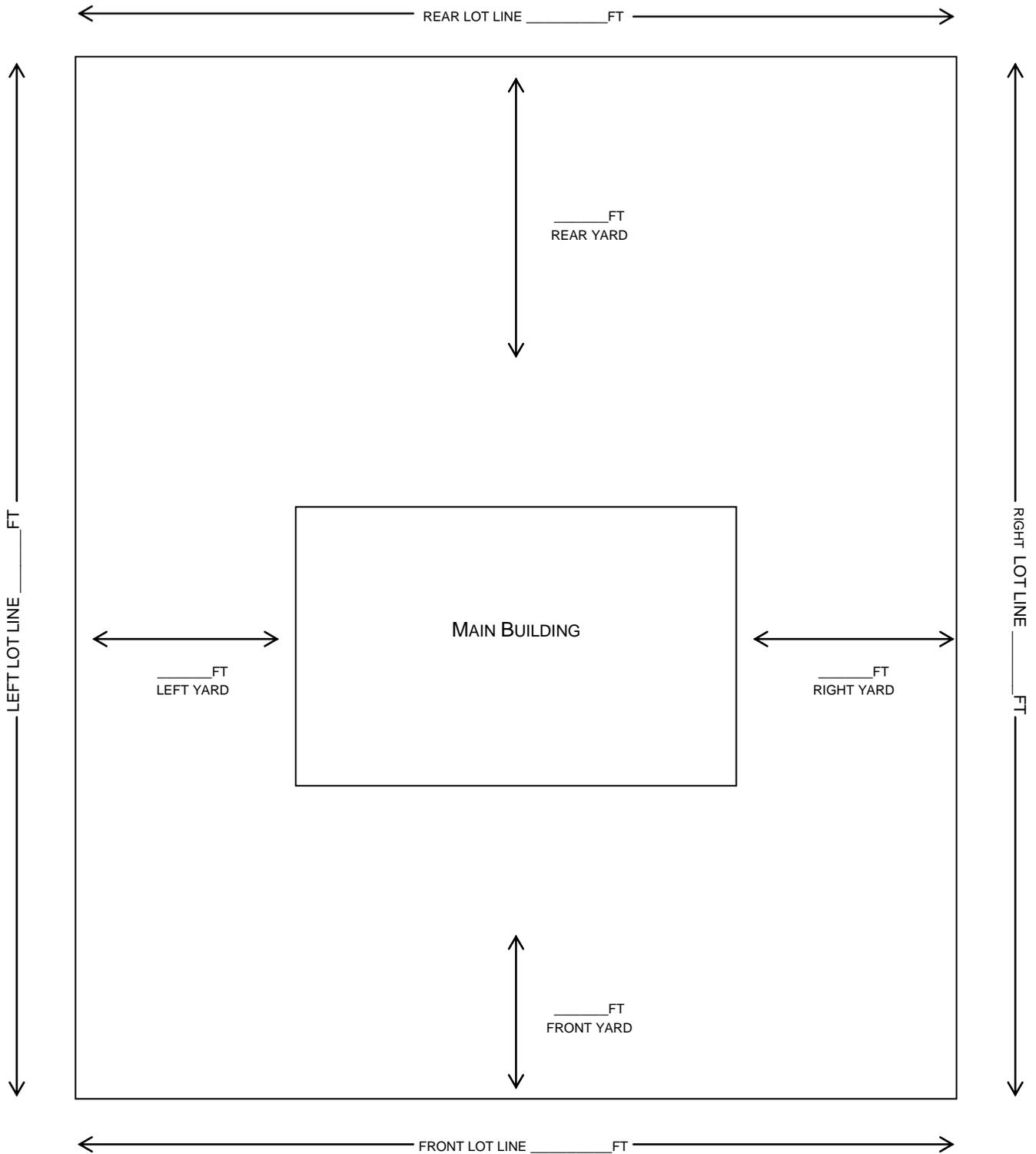
AREA IN SQ. FT.

TOTAL FEE AMOUNT = _____

(MAKE CHECK PAYABLE TO COMMISSIONER OF FINANCE)

PLOT PLAN AND LOCATION INFORMATION

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



PORCH OR SUNROOM PERMIT APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. Insurance requirements:
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 in the capacity as general contractor:* see *Homeowners Insurance Requirements*
 - (c) *All those acting in the capacity of general contractors* 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.
2. Detailed drawings, to include (but not limited to): (a) footings/piers; (b) framing – floors/walls/ceilings; (c) roof – framing & materials; (d) stairs and landings; (e) handrails and guards; (f) energy code compliance path, if conditioned space. The City of Saratoga Springs reserves the right to request the drawings be signed and stamped by a NYS licensed architect or engineer.
 - a) Porch or sunroom to be built to withstand Ground Snow Load of 50psf and wind speed of 90mph.
 - b) All connection plates, bolts, nails, etc. to be Hot-Dip Galvanized or Stainless Steel.
 - c) Per NYS Residential Code, all additions, renovations/alterations require smoke detector and carbon monoxide upgrades.
3. The attached plot plan must be filled out completely. Include a survey (if available), showing porch or sunroom location, location of main building (including and additions), any accessory structures, swimming pool, etc.
4. An approved electrical inspection agency must inspect and provide a certificate of compliance for any electrical work.

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



**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, 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.