



# 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 SHED PERMIT

1. APPLICATION MUST BE FILLED OUT COMPLETELY INCLUDING SIGNATURES.
2. The shed permit fee of **\$25.00** (check made payable to *Commissioner of Finance*) must accompany application.
3. Any roof construction other than conventional "ridgeboard & rafter" will require engineering (trusses).
4. No permit is required for sheds with a maximum square footage of 144 sq. ft.
5. A plot plan is required to be submitted to comply with all Zoning area requirements.

#### Location Information

JOB SITE ADDRESS \_\_\_\_\_ TAX MAP ID# \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ TOTAL 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 \_\_\_\_\_

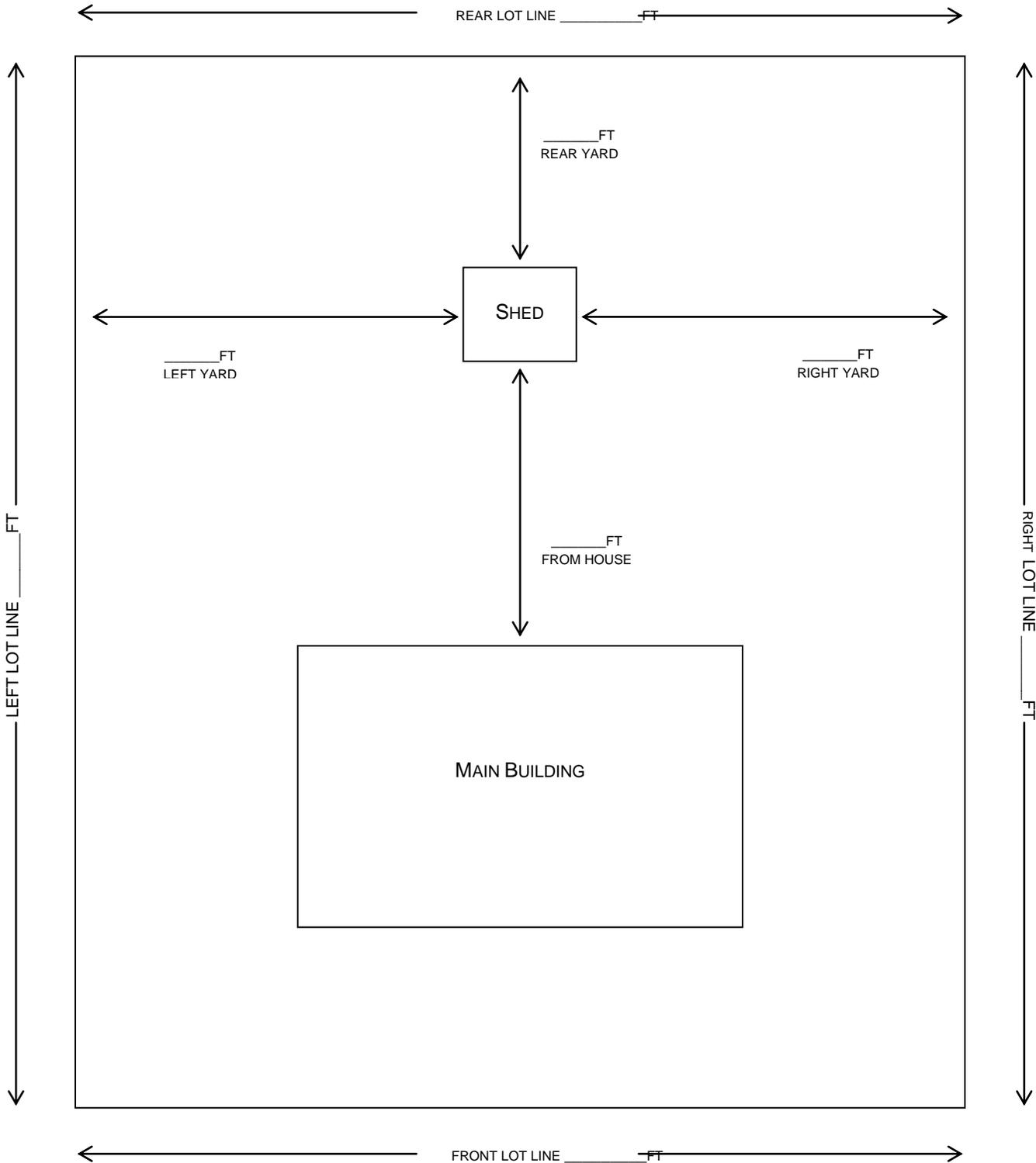
## SPECIFICATIONS & MATERIALS LIST

| GENERAL                       | SIZE | MATERIAL | SPECIFICATIONS | OTHER |
|-------------------------------|------|----------|----------------|-------|
| FOUNDATION (IF ANY):          |      |          |                |       |
| FOOTINGS                      |      |          |                |       |
| SLAB, BLOCKS, ETC             |      |          |                |       |
| FLOORS:                       |      |          |                |       |
| SLAB                          |      |          |                |       |
| JOISTS                        |      |          |                |       |
| DECKING                       |      |          |                |       |
| WALLS:                        |      |          |                |       |
| SILLS                         |      |          |                |       |
| STUDS                         |      |          |                |       |
| HEADERS                       |      |          |                |       |
| SHEATHING                     |      |          |                |       |
| ROOF:                         |      |          |                |       |
| RIDGE BOARD                   |      |          |                |       |
| RAFTERS                       |      |          |                |       |
| TRUSSES<br>(ENGINEERING REQD) |      |          |                |       |
| SHEATHING                     |      |          |                |       |
| UNDERLAYMENT:                 |      |          |                |       |
| FELT PAPER                    |      |          |                |       |
| VENTING                       |      |          |                |       |
| FINISH WORK                   | SIZE | MATERIAL | UNDERLAY       | OTHER |
| ROOFING                       |      |          |                |       |
| WALL SIDING                   |      |          |                |       |
|                               |      |          |                |       |
| MISCELLANEOUS                 | SIZE | MATERIAL | OTHER          |       |
|                               |      |          |                |       |
|                               |      |          |                |       |
|                               |      |          |                |       |

*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***

# PLOT PLAN AND LOCATION INFORMATION

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



## SHED PERMIT APPLICATION REQUIREMENTS

### THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. 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 with no contractor participation in the project:* proof of homeowners insurance evidencing General Liability in the amount of Three Hundred Thousand Dollars (\$300,000); and
  - (c) *All those acting in capacity of general contractor* 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) foundation; (b) floor and wall framing; (c) roof rafters or trusses; (d) roofing materials; (e) energy code compliance path, if conditioned space.  
Unit to be built to withstand Ground Snow Load of 50psf and wind speed of 90mph
3. The attached plot plan must be filled out completely. Include a survey (if available), showing shed location as well as location of (including and additions), any accessory structures, swimming pools, etc. and all yard dimensions.
4. An approved electrical inspection agency must inspect and provide a certificate of compliance for any electrical work.

### SHED PLANS REQUIREMENTS FOR PERMITS

The City of Saratoga Springs does not require signed/stamped plans for all shed applications. We do, however, require that a minimum amount of information be provided about the components.

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

- **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.***