

**BUILDING PERMIT SUBMISSION CHECKLIST**  
 ADDITIONS/ALTERATIONS SINGLE-FAMILY RESIDENCE  
 ADDITIONS/ALTERATIONS TWO-FAMILY RESIDENCE  
 ADDITIONS/ALTERATIONS MULTI SINGLE FAMILY (TOWNHOUSE)

PROJECT SITE ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

CHECKLIST PREPARED BY: \_\_\_\_\_ PREPARER'S PHONE NO.: \_\_\_\_\_

**ALL ITEMS BELOW MUST BE CHECKED EITHER "YES", "NO" or "N/A.** A separate checklist, must accompany each application for a building permit. All items checked "YES" shall accompany the application form at the time of submission to the building department.

Until the application is deemed complete it may be rejected by the building department and returned to the applicant. Acceptance of a permit submission as complete does not imply or guarantee that a permit will be issued.

	YES	NO	N/A	
1. Building permit form completed and with required signatures from the property owner, contractor and applicant.				
2. Base fee of \$100.00 or \$125.00 per unit (based on scope of work), check made payable to <i>Commissioner of Finance</i> . A fee of \$.15 or \$.20 per square foot (based on scope of work) will be calculated by inspector during review.				
3. Window schedule ( <b>attached</b> ).				
4. Natural light, ventilation and emergency egress calculation sheet ( <b>attached</b> ).				
5. Energy code compliance report, bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect.  Specify compliance path: _____				
6. Energy code inspection checklist.				
7. All required Land Use Board approvals.				
8. <b>For additions</b> - Property survey, with the proposed house located, in compliance with the zoning ordinance, showing all setbacks to property lines, any easements, etc (include all building projections such as decks, porches, steps, roof overhangs, chimneys, etc) The survey must show the location of all proposed silt fences and construction entrance. The silt fence and construction entrance must be installed and maintained in accordance with the NYS Standards and Specifications for Erosion and Sediment Control. The seal and signature of the N.Y.S. licensed land surveyor is required.				
9. Septic system permit application form completed and with signatures from the property owner and the contractor.				
10. Septic system design certified by a N.Y.S. licensed professional engineer. Show accurate distances to all existing and proposed wells and septic systems on the subject parcel and on contiguous parcels.				
11. One complete set of building plans, each sheet bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect. The set shall include, but not be limited to the following drawings: (a) foundation plan; (b) floor plans – all levels; (c) cross-sections; (d) details; (e) elevations; (f) floor framing; (g) roof framing; (h) codes specifications				
12. Home Owners Association approval.				
13. All required Insurance certificates				

**FOR STAFF USE ONLY:**

HISTORIC REVIEW DISTRICT YES NO      ARCHITECTURAL REVIEW DISTRICT YES NO      ZONING VARIANCE YES NO

**\*\*\*\*\* Application will not be accepted if required Land Use Board approvals have not been obtained \*\*\*\*\***

SUBMISSION ACCEPTED FOR REVIEW      DATE \_\_\_\_\_      TIME \_\_\_\_\_

REVIEWED BY (SIGNATURE) \_\_\_\_\_



Is the job site in a floodplain? \_\_\_\_\_

Is this job site in a historic district? \_\_\_\_\_

If so, DRC approval date \_\_\_\_\_

Is this job site in a architectural district? \_\_\_\_\_

If so, date of approval \_\_\_\_\_

Does application require approval ZBA approval? \_\_\_\_\_

If so, date of approval \_\_\_\_\_

Does application require the city planning board approval?

If so, date of approval \_\_\_\_\_

(Ex: site plan, subdivision, special permit)

Construction Costs	
Basic Improvement	\$ _____
Electrical	\$ _____
Heating	\$ _____
Other	\$ _____
Total Cost	\$ _____

**\*Please note that all applications granted approval by the Design Review Commission and/or the Zoning Board of Appeals shall expire within eighteen months unless a building permit is issued and actual construction has begun (section 240-7.12)**

Application is hereby made to the Building Department for the issuance of a building permit for construction as herein described, pursuant to provisions of the Zoning Ordinance of the City of Saratoga Springs and in accordance with the N.Y. State Uniform Fire Prevention and Building Code which is applicable to new construction of buildings, and to conversions, additions and alterations to buildings. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections.

The following regulations shall apply:

- A. This application shall be completed and signed by the property owner and the applicant, and submitted to the Building Department.
- B. This application must be accompanied by:
  - 1. Plot plan showing lot dimensions, existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines, and all other pertinent details of the property. A copy of a legal survey is required for all new construction and may be required at the discretion of the building inspector for all projects as deemed necessary.
  - 2. One complete set of plans and specifications for the proposed construction, each plan bearing the signature and seal of a New York State Registered architect or licensed professional engineer, (exception: projects where no structural work is necessary and expenditures are minor, in accordance with the State Education Law). For all new construction completed checklists shall be submitted (see attached).
- C. Insurance requirements:
  - **If homeowner** is acting as general contractor, *please see the attached information sheet for homeowner projects* and provide: (a) **homeowner's liability insurance as defined in the "Homeowners' Information Sheet,"** (b) Affidavit of Exemption of Workers Compensation. (Form BP-1, found at [www.wcb.ny.gov](http://www.wcb.ny.gov))
  - **If using a contractor**, contractor must provide: (a) **certificate of liability insurance showing a one million dollars per occurrence and two million dollars aggregate, with the City of Saratoga Springs listed as additional insured and** certificate holder; (b) **certificate of workers compensation insurance, on either the State approved C-105.2 form or the U-26.3 form;** (c) **certificate of disability insurance, on either the State approved DB-120.1 or DB-155 form;** (d) **City's Hold Harmless Agreement;** (e) If needed, Form CE-200 for WC/DB exemption is found at [www.wcb.ny.gov](http://www.wcb.ny.gov).
- D. Application fee as required by the City Code and as calculated by the building department, shall be paid by check or money order (payable to "Commissioner of Finance".) Base Fee \$100.00 or \$125.00 (depending on scope of work) plus either \$.15/sf or \$.20/sf (depending on scope of work).
- E. Work covered by this application shall not commence prior to permit issuance.
- F. Occupancy of any building or premises to which this application applies shall not occur prior to the issuance of a required Certificate of Occupancy.
- G. Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- H. Building Department shall be notified (minimum notice – 24 hours in advance) according to this required schedule of inspections. (Note; before subsequent inspection requests will be scheduled, all prior inspections shall have passed). See attached card for required inspections included with building permit when issued.
- I. The building permit is effective for two years from the date of issuance unless a different period of time is specified.

**SPECIFICATIONS & MATERIALS CHART**

<b>GENERAL</b>	<b>SIZE</b>	<b>MATERIAL</b>	<b>SPECIFICATIONS</b>	<b>OTHER</b>
-FOOTINGS			psi	
DRAIN			going to:	
-SLAB			psi	
-FOUNDATION WALL			psi	
WATERPROOFING				
VENT				
-COLUMNS/PIERS			psi	
-GIRDERS/BEAMS				
-EXTERIOR WALL STUD			o.c.	
-INTERIOR WALL STUD			o.c.	
-FLOOR JOIST, 1 <sup>st</sup> FLOOR			o.c.	
-FLOOR JOIST, 2 <sup>nd</sup> FLOOR			o.c.	
-CEILING JOIST			o.c.	
-ROOF RAFTER			o.c.	
-COLLAR TIES			o.c.	
-RIDGE BEAM				
-FLOOR SHEATHING				
-WALL SHEATHING				
-ROOF SHEATHING				
UNDERLAYMENT				
<b>INSULATION</b>	<b>SIZE</b>	<b>MATERIAL</b>	<b>VAPOR BARRIER</b>	<b>R-FACTOR</b>
-FOUNDATION - OUTSIDE				
-FOUNDATION - INSIDE				
-UNDER SLAB				
-EXTERIOR WALLS				
-CEILING/ROOF				
<b>FINISH WORK</b>	<b>SIZE</b>	<b>MATERIAL</b>	<b>UNDERLAY</b>	<b>OTHER</b>
EXTERIOR WALLS				
INTERIOR WALLS				
FLOOR				
CEILING				
ROOF				
<b>MISCELLANEOUS</b>	<b>SIZE</b>	<b>MATERIAL</b>	<b>SPECIFICATIONS</b>	<b>OTHER</b>

ADDRESS/LOCATION \_\_\_\_\_

HEATING SYSTEM TYPE _____ FUEL _____ VENT-MATERIAL _____ SIZE _____	PLUMBING - #UNITS & VENT SIZE SINKS _____ LABORATORIES _____ TOILETS _____ TUB/SHOWER _____
SEWER – TYPE – CITY _____ PRIVATE _____ DESCRIBE (DRAW ON SITE PLAN) _____	
WATER SUPPLY – CITY _____ PRIVATE _____	
CHIMNEY AND/OR FIREPLACE : MATERIAL _____ FLUE SIZE _____	
GARAGE TYPE : ATTACHED _____ DETACHED _____ UNDER _____ NO. CARS _____	
GARAGE/DWELLING SEPARATION : DOOR TYPE _____ HR. FIRE RATING _____	
MATERIALS: _____ HR. FIRE RATING _____	
PORCH: FOOTING _____ FOUNDATION _____	

PLEASE PROVIDE A BREIF DESCRIPTION OF WHAT THE SCOPE OF WORK IS TO BE DONE: \_\_\_\_\_

---

---

---

---

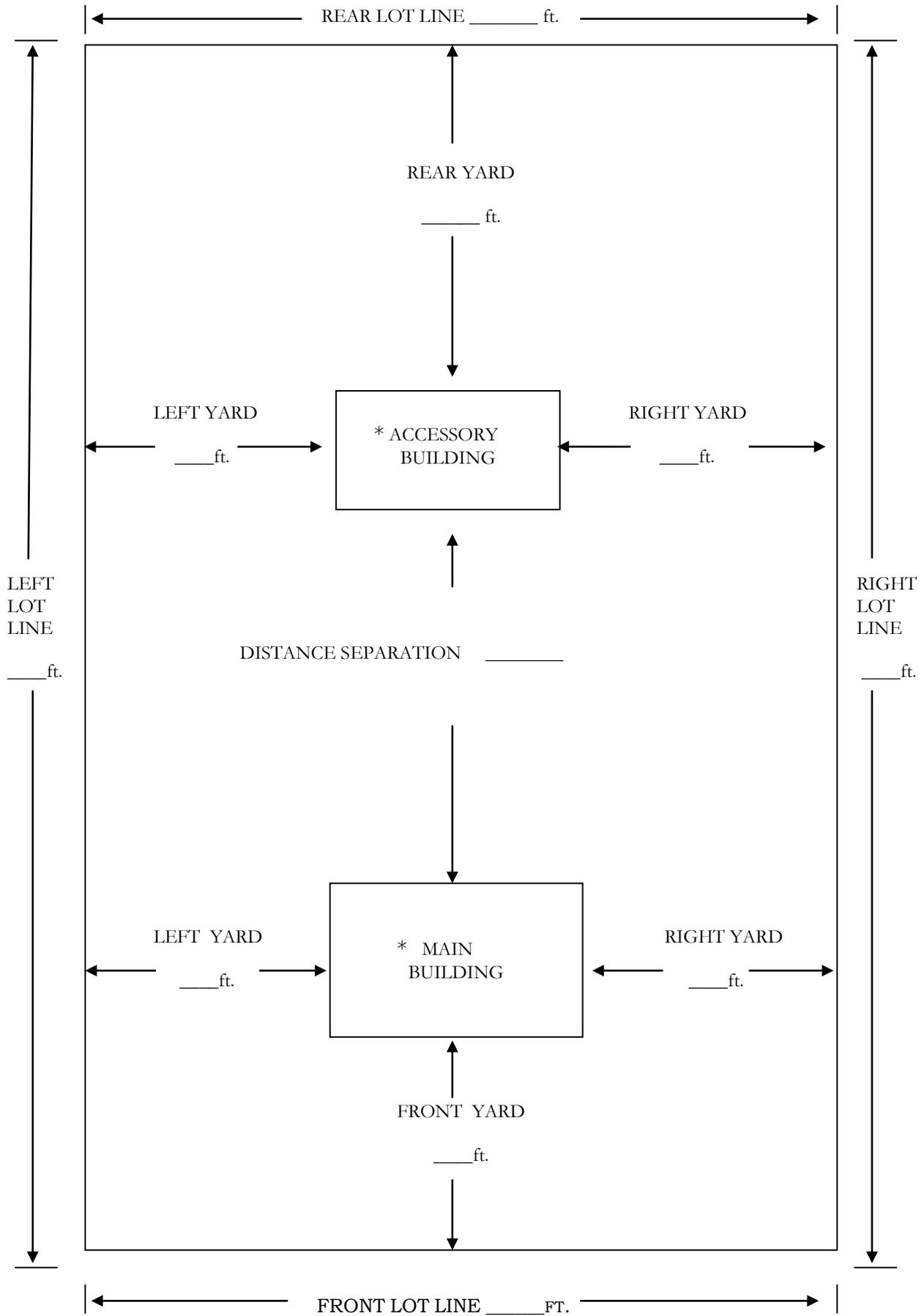
---

---

---

---

\*\* LOCATE MAIN BLDG, ACCESSORY BLDGS, AND ANY ADDITIONS, GIVING ALL PERTINENT YARD DIMENSIONS



WINDOW SCHEDULE

JOB SITE/ADDRESS \_\_\_\_\_

FILE # \_\_\_\_\_

OWNER \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

DATE \_\_\_\_\_

WINDOW NUMBER OR LETTER ON PLANS	WINDOW MFR. NAME	WINDOW MODEL OR TYPE	UNIT STOCK NUMBER OR CALL SIZE	OPENING SPECIFICATIONS							SPECIAL HARDWARE OR INSTRUCTIONS
				ROUGH OPENING WIDTH	ROUGH OPENING HEIGHT	SQ. FT. GLASS/VISIBLE LIGHT	SQ. FT. VENT	SQ. FT. EGRESS/CLEAR OPENING	CLEAR OPENING WIDTH IN INCHES	CLEAR OPENING HEIGHT IN INCHES	
A	ANDERSEN	NARROLINE DOUBLE HUNG	3062 "THIS	3' 2 1/4" LINE	6' 5" HAS	15.30 EXAMPLES	8.36 OF	6.01 SAMPLE	34' 11" ENTRIES"	24' 1/4"	TEMPERED GLAZING





**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.***