



APPLICATION FOR BUILDING PERMIT

**CITY OF SARATOGA SPRINGS
BUILDING DEPARTMENT**
City Hall- 474 Broadway
Saratoga Springs, NY 12866
Telephone (518)587-3550 Ext. 2511
KATHLEEN.FARONE@SARATOGA-SPRINGS.ORG

SATELLITE – RECEIVING ANTENNAE - TELECOM

For Office Use Only

Permit Type – check line that applies:

Residential ____ Commercial ____

Satellite ____ Receiving Antennae ____
Telecom _____

File # _____

Application # _____

Date Applied _____

Permit No. _____

Issue/deny date _____

Issued By _____

Application Fee _____

Residential \$165.00

Commercial \$300.00

Job Site Address _____

Property Tax ID # _____

Zoning Information

Zoning District _____ Sect-Blk-Lot _____

Lot Width _____ Lot Area _____

No. of Bedrooms _____ 1st Floor Area _____

No. of Stories _____ 2nd Floor Area _____

Bldg. Height _____ Basement Area _____

Yard Dimensions for Principal Building

Front _____ Rear _____ Left _____ Right _____

Accessory Building – Distance To

Principal Building _____ Left lot line _____

Rear lot line _____ Right lot line _____

Property Owner: _____ CID # _____

Name _____

Address _____

Phone _____

Email _____

SIGNATURE _____

CID # _____

Contractor _____

Address _____

Phone _____

Email _____

SIGNATURE _____

Applicant _____

Address _____

Phone _____

Email _____

SIGNATURE _____

CID # _____

Design Professional _____

Address _____

Phone _____

Email _____

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)

Project Cost

\$ _____

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

HOLD HARMLESS:

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**

****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 including all required signatures 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:
 - 1. **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.
 - 2. **For Homeowners** acting as general contractors: see Homeowners Insurance Requirements.
 - 3. All applicants must provide proof of NYS Statutory Workers Compensation (form C105.2) and Disability Insurance (form DB120.1) or a waiver of same as determined by the NYS Workers Compensation Board (Homeowners – form BP-1; Contractors – form CE-200).
- 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”.) Residential \$165.00 or Commercial \$300.00
- E. Work covered by this application shall not commence prior to permit issuance.
- F. 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.
- G. 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.
- H. The building permit is effective for two years from the date of issuance unless a different period of time is specified.