



City of Saratoga Springs

BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866

PHONE 518-587-3550

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APPLICATION FOR ACCESSORY STRUCTURE PERMIT

(NO HABITABLE SPACE: DETACHED GARAGE, SHED, POOL HOUSE ...)

1. APPLICATION MUST BE FILLED OUT COMPLETELY INCLUDING ALL SIGNATURES.
2. The permit fee of **\$110.00 plus \$.15/SF** (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 structures 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 _____

(PLEASE ATTACH COPY OF APPROVAL)

OWNER INFORMATION

OWNER'S NAME _____ PHONE _____ CID# _____

ADDRESS _____ EMAIL _____

OWNER'S SIGNATURE _____ DATE _____

APPLICANT INFORMATION

APPLICANT _____ PHONE _____

ADDRESS _____ EMAIL _____

APPLICANT'S SIGNATURE _____ DATE _____

CONTRACTOR INFORMATION

COMPANY NAME _____ PHONE _____ CID# _____

ADDRESS _____ EMAIL _____

CONTRACTOR'S SIGNATURE _____ DATE _____

FOR STAFF USE ONLY:

FILE # _____ DATE APPLIED _____ RECEIVED BY _____

APPLICATION # _____ PERMIT # _____ DATE ISSUED _____

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

GENERAL	SIZE	MATERIAL	SPECIFICATIONS	OTHER
FOUNDATION:				
FOOTINGS				
SLAB (400 SQ FT, ENGINEERING REQD)				
BLOCKS, ETC				
FLOORS:				
SLAB (SEE ABOVE)				
JOISTS				
DECKING				
WALLS:				
SILLS				
STUDS				
HEADERS				
SHEATHING				
ROOF:				
RIDGE BOARD				
RAFTERS				
TRUSSES (ENGINEERING REQD)				
SHEATHING				
UNDERLAYMENT:				
ICE PROTECTION (IF HEATED)				
FELT PAPER				
VENTING				
HEATING (IF ANY):				
ENERGY CODE COMPLIANCE				
TYPE				
FUEL				
VENT MATERIAL				
INSULATION (IF ANY)				
FINISH WORK	SIZE	MATERIAL	UNDERLAY	OTHER
INTERIOR CEILINGS/WALLS				
ROOFING				
WALL SIDING				
MISCELLANEOUS	SIZE	MATERIAL	OTHER	

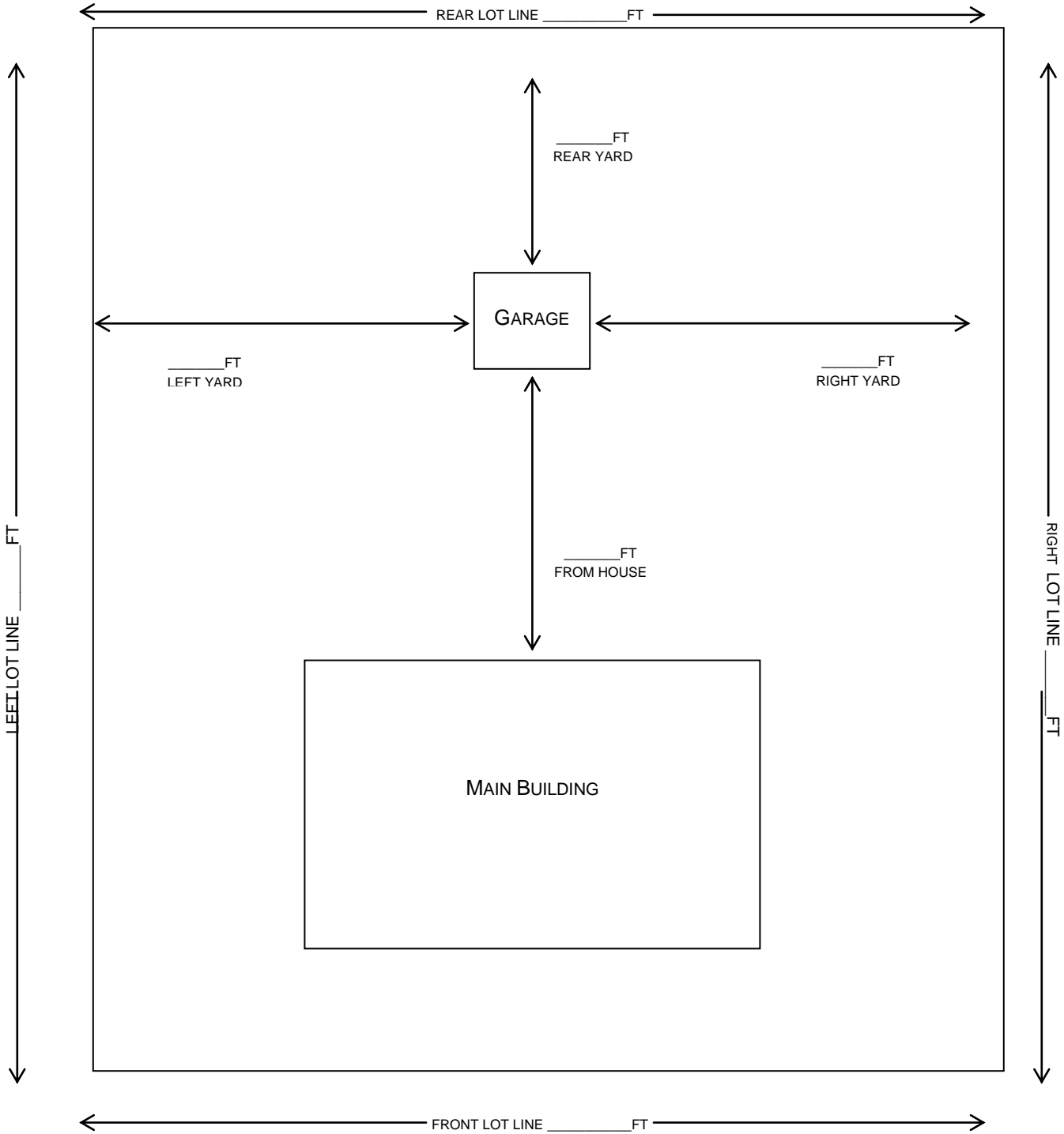
FEE CALCULATION

BASIC FEE - \$110.00 \$ 110.00
 CALCULATION BY SQUARE FOOTAGE:
 \$.15 / SQ. FT. X _____ = _____
AREA IN SQ. FT.
TOTAL FEE AMOUNT = _____

(MAKE CHECK PAYABLE TO *COMMISSIONER OF FINANCE*)

PLOT PLAN AND LOCATION INFORMATION

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



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**

APPLICATION FOR ACCESSORY STRUCTURE PERMIT

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 50 psf and wind speed of 115 mph (ultimate).
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 (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).

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 115mph (ultimate).
- 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.

RESIDENTIAL ZONING COMPLIANCE CHART

Area and Bulk Schedule

REQUIRED WITH PERMIT APPLICATION FOR NEW CONSTRUCTION, ADDITIONS, DECKS AND ACCESSORY STRUCTURES.

Step 1. Highlight the row containing your zoning district's area and bulk schedule information.

ZONING DISTRICT	MINIMUM LOT SIZE SQUARE FEET (SF)	MINIMUM AVERAGE WIDTH (FT.)	MAXIMUM BUILDING COVERAGE PERCENTAGE		MIN. YARD SETBACK (FEET)				PRINCIPAL BUILDINGS		MINIMUM DISTANCE TO ACCESSORY BUILDING (FEET)				MINIMUM % TO REMAIN PERMEABLE
			PRINCIPAL BLDG.	ACCESS. BLDG.	FRONT	REAR	EACH SIDE	TOTAL SIDE	MINIMUM 1 ST FLOOR AREA (SF)	MAX. HEIGHT (FEET)	PRINCIPAL BUILDING	FRONT LOT LINE	SIDE LOT LINE	REAR LOT LINE	
RR (F)	2 acres	200	15	5	60	100	30	100	----	35	5	60	30	50	80
SR-1 (F)	40,000	125	20	8	40	40	15	35	----	35	5	40	10	10	40
SR-2	20,000 (A)	100	25	8	30	30	12	30	----	35	5	30	5	5	30
UR-1	12,500 (A)	100	20	8	30	30	12	30	1 Story = 1,100 2 Story = 800	60	5	30	5	5	30
UR-2	6,600 (A)	60	30	10	10	25	8	20	1 Story = 900 2 Story = 700	60	5	10	5	5	25
UR-3	6,600 1-unit / 8,000 2-units	60 1-unit / 80 2-units	30	10	10	25	4	12	1 Story = 1,200 2 Story = 800	60	5	10	5	5	25
UR-4	3,000/DU	100	25	15	25	25	20	45	1 Story = 1,800 2 Story = 1,200	70	10	25	5	5	15
UR-4A	2,000/DU	60 1-unit / 80 2-units	30	10	10	25	4	12	1 Story = 1,200 2 Story = 800	70	5	10	5	5	15
UR-5	3,000/DU	100	25	15	25	25	20	45	1 Story = 1,800 2 Story = 1,200	185	20	20	10	10	15
UR-6	4,800	60	30	10	25	25	8	20	900	35	5	25	5	5	25
UR-7	4,000	50	45	10	10	10	4	8	1,000	35	5	10	5	5	20
NCU-1	6,600 1-unit / 8,000 2-units	60 1-unit / 80 2-units	30	10	10	25	4	12	1 story = 1,200 2 story = 800	60	5	10	5	5	25
NCU-2	6,600 1-unit / 8,000 2-units	60 1-unit / 80 2-units	30	10	10	25	4	12	1 story = 1,200 2 story = 800	60	5	10	5	5	25
NCU-3	3,000/DU	60 (H)	30	10	10 (I)	25	4 (J)	12	1 story = 1,800 2 story = 1,200	50	5	10	5	5	20

Step 2. Provide this information as it pertains to your proposed scope of work in your zoning district.

Your District															
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