

# 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 \_\_\_\_\_

**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 \$125.00 or \$150.00 per unit (based on scope of work), check made payable to <i>Commissioner of Finance</i> . A fee of \$.20 or \$.25 per square foot (based on scope of work) will be calculated by inspector during review.				
3. Window schedule (attached or included on drawings).				
4. Natural light, ventilation and emergency egress calculation sheet (attached or included on drawings).				
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				
14. Asbestos Survey – required for major alterations on structures built before 1973.				
15. Residential Zoning Compliance Chart – for all additions				

**FOR STAFF USE ONLY:**

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

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

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

ACCEPTED BY (SIGNATURE) \_\_\_\_\_



**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**

**For Office Use Only**

Permit Type – check line that applies:

Residential - Addition \_\_\_\_\_

Alteration \_\_\_\_\_

File # \_\_\_\_\_

Application # \_\_\_\_\_

Date Applied \_\_\_\_\_

Permit No. \_\_\_\_\_

Issue/deny date \_\_\_\_\_

Issued By \_\_\_\_\_

Application Fee \_\_\_\_\_

Job Site \_\_\_\_\_

**Zoning Information**

Zoning District \_\_\_\_\_ Sect-Blk-Lot \_\_\_\_\_

Lot Width \_\_\_\_\_ Lot Area \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_ 1<sup>st</sup> Floor Area \_\_\_\_\_

No. of Stories \_\_\_\_\_ 2<sup>nd</sup> 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** \_\_\_\_\_

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

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 \$ \_\_\_\_\_

HEATING SYSTEM

TYPE \_\_\_\_\_ FUEL \_\_\_\_\_

VENT-MATERIAL \_\_\_\_\_ SIZE \_\_\_\_\_

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 \_\_\_\_\_

**Indicate quantities of each fixture and/or plumbing component**

Plumbing fixture/Component	Quantity	Plumbing fixture/Component	Quantity
water closet		laundry tray	
bidet		dishwasher	
urinal		floor drain	
lavatory		washing machine connection	
bath tub (with or without shower)		hot water tank	
shower stall		hot tub or jacuzzi	
showers (group) – per head		roof drain	
hose bibb		Gas Line	
kitchen sink		Other	

**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>

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

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**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**

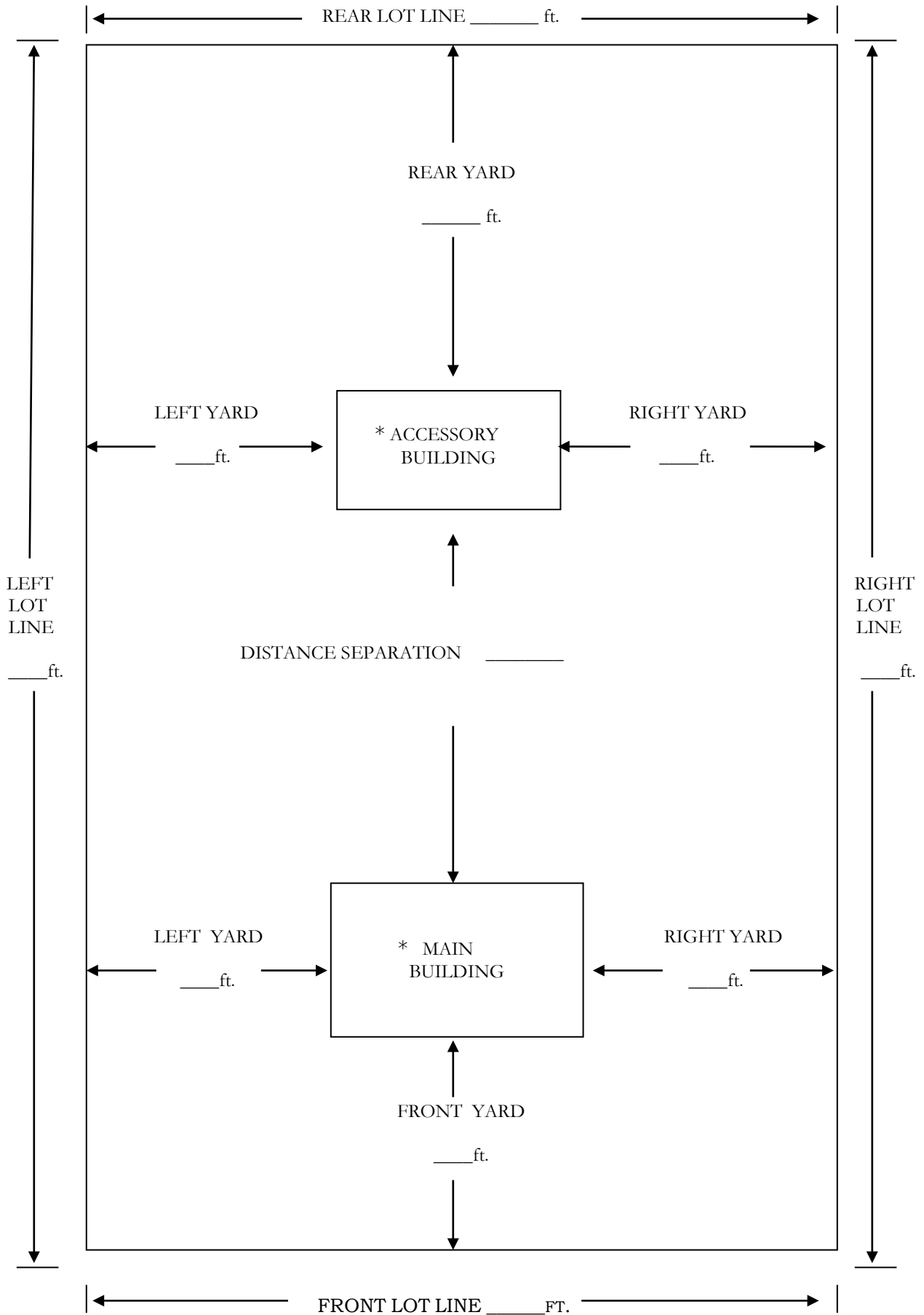
***\*Please note that all applications granted approval by the Design Review Commission and/or the Zoning Board of Appeals shall expire within eighteen months unless a building permit is issued and actual construction has begun (section 240-7.12)***

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”.) Base Fee \$125.00 or \$150.00 (depending on scope of work) plus either \$.20/sf or \$.25/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.

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





**CITY OF SARATOGA SPRINGS  
BUILDING DEPARTMENT  
City Hall - 474 Broadway  
Saratoga Springs, NY 12866  
Phone 518-587-3550 ext 2511**

**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.*



# 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 <sup>ST</sup> 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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