



# City of Saratoga Springs

## BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866

PHONE 518-587-3550 x2511

KATHLEEN.FARONE@SARATOGA-SPRINGS.ORG

### APPLICATION FOR PORCH OR UNHEATED SUNROOM PERMIT

1. APPLICATION MUST BE FILLED OUT COMPLETELY INCLUDING SIGNATURES.
2. The appropriate permit fee, as calculated on page two of this application (check made payable to *Commissioner of Finance*) must accompany application.

#### Location Information

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

ZONING DISTRICT \_\_\_\_\_ 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)

#### PROPERTY OWNER INFORMATION

CID# \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### APPLICANT INFORMATION

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### CONTRACTOR INFORMATION

CID# \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### FOR STAFF USE ONLY:

FILE # \_\_\_\_\_ DATE APPLIED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

APPLICATION # \_\_\_\_\_ PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

PAID \$ \_\_\_\_\_ INSURANCE \_\_\_\_\_

# SPECIFICATIONS & MATERIALS LIST AND CALCULATION OF PERMIT FEE

GENERAL	SIZE	MATERIAL	SPECIFICATIONS	OTHER
FOOTINGS				
FLOOR FRAMING:				
POSTS				
BEAMS				
JOISTS				
LEDGER				
DECKING				
STAIRS				
WALL FRAMING:				
SILLS				
STUDS				
HEADERS				
SHEATHING				
INSULATION (IF ANY):				
EXTERIOR WALLS				
CEILING/ROOF				
ROOF:				
RAFTERS				
TRUSSES				
SHEATHING				
UNDERLAYMENT:				
ICE PROTECTION				
FELT PAPER				
FINISH WORK	SIZE	MATERIAL	UNDERLAY	OTHER
EXTERIOR WALLS				
INTERIOR WALLS				
FLOOR				
CEILING				
ROOFING				
LANDINGS				
HANDRAILS				
GUARDS				
MISCELLANEOUS	SIZE	MATERIAL	OTHER	

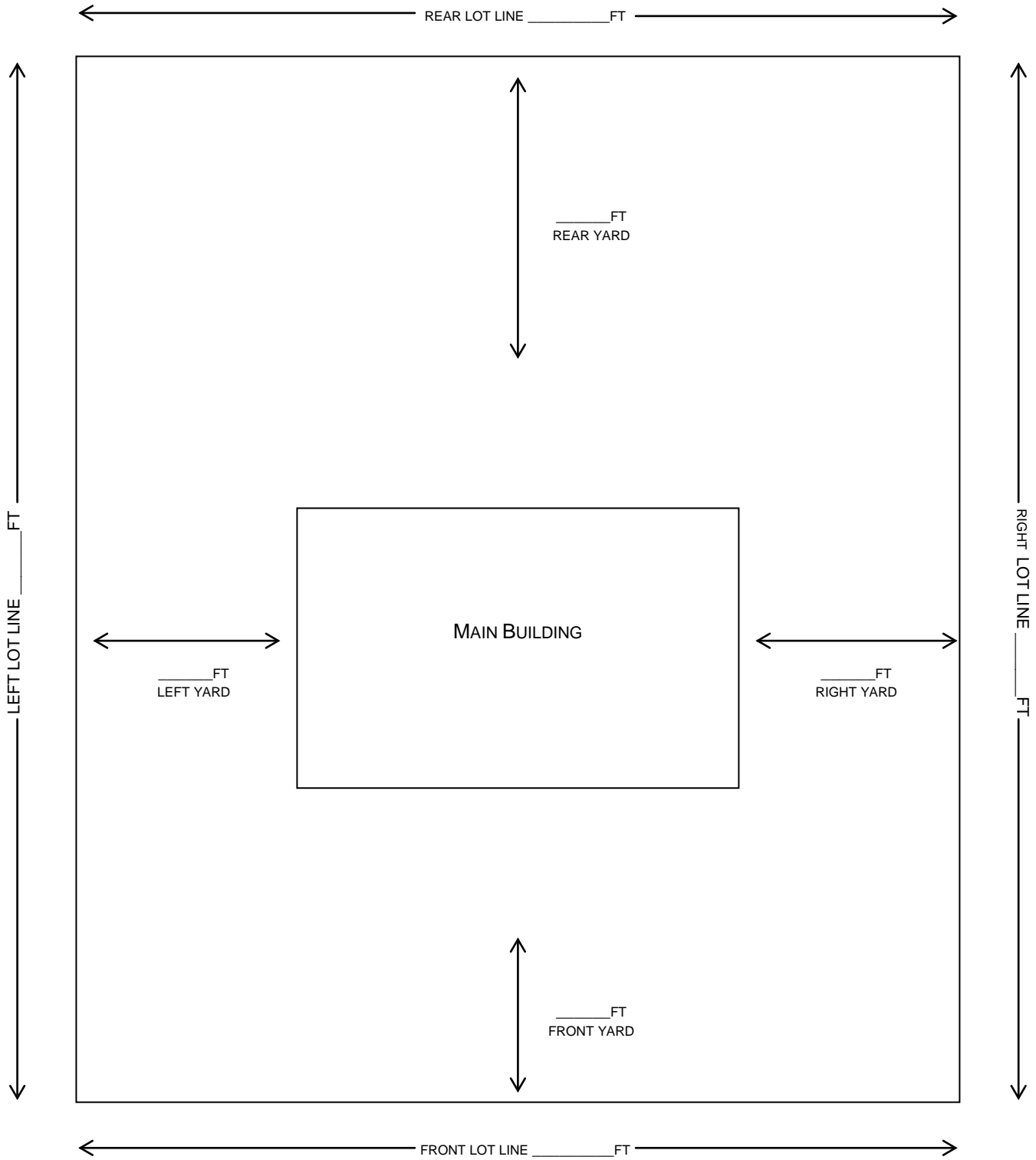
**FEE CALCULATION**

1. BASIC FEE - \$150.00 PER STRUCTURE = \$150.00
2. CALCULATION BY SQUARE FOOTAGE
- \$ .25 / SQ. FT. X \_\_\_\_\_ = \_\_\_\_\_
- AREA IN SQ. FT.
- TOTAL FEE AMOUNT = \_\_\_\_\_**

**(MAKE CHECK PAYABLE TO COMMISSIONER OF FINANCE)**

# PLOT PLAN AND LOCATION INFORMATION

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



\*\*\*RESIDENTIAL ZONING COMPLIANCE CHART MUST BE COMPLETED\*\*\*

# PORCH OR SUNROOM PERMIT APPLICATION REQUIREMENTS

## THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. Insurance requirements:  
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 in the capacity as general contractor: see Homeowners Insurance Requirements*
  - (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).
2. Detailed drawings, to include (but not limited to): (a) footings/piers; (b) framing – floors/walls/ceilings; (c) roof – framing & materials; (d) stairs and landings; (e) handrails and guards; (f) energy code compliance path, if conditioned space. The City of Saratoga Springs reserves the right to request the drawings be signed and stamped by a NYS licensed architect or engineer.
  - a) Porch or sunroom to be built to withstand Ground Snow Load of 50 psf and wind speed of 90 mph.
  - b) All connection plates, bolts, nails, etc. to be Hot-Dip Galvanized or Stainless Steel.
  - c) Per NYS Residential Code, all additions, renovations/alterations require smoke detector and carbon monoxide upgrades.
3. The attached plot plan must be filled out completely. Include a survey (if available), showing porch or sunroom location, location of main building (including and additions), any accessory structures, swimming pool, etc.
4. An approved electrical inspection agency must inspect and provide a certificate of compliance for any electrical work.

## 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**

# 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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