

# Town of Pittstown

123 Tomhannock Road, Valley Falls, NY 12185 (518) 753-4222

## Office of the Building Inspector / Code Enforcement Officer

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### I. Required before issuance of Building Permit

1. Completed Application
2. Site Plan, Plot Plan, Survey Map, Construction Plans and copy of the Deed.
3. Driveway Permit:
  - a. Town Roads: Preliminary Approval of **Pittstown Driveway Permit** issued by the Highway Superintendent
  - b. County Roads: Preliminary **Approval of Road and Driveway Culvert Permit.**
  - c. State Roads: Copy of approved **NYS Highway Work Permit Application for Non-Utility Work.**
4. Conformance of plans with application zoning restrictions/setbacks
5. Copy of Area or Use Variance, or Special Use Permit if applicable.
6. Copy of subdivision approval or classification form from planning board, if applicable.
7. **Permit to Construct** a private sewage disposal system from Rensselaer County Health Department (RCHD)
8. Cash or Check payable to **Town of Pittstown.**

### II. Required before issuance of Certificate of Occupancy

Call the Building inspector for the following inspections **prior** to backfilling;

1. Footing inspection
2. Foundation inspection
3. Drainage inspection.

The following inspections are also required:

4. Backfill Inspection
5. Framing inspection
6. Plumbing Inspection
7. Electrical Inspection – **Certificate from NYS Underwriters** required.
8. **Certificate of Compliance** required from RCHD certifying the well and septic system.
9. Driveway Permit:
  - a. Town Roads: Final **Approval of Pittstown Driveway Permit** issued by the Highway Superintendent.
  - b. County Roads: **Final Approval of Road and Driveway Culvert Permit.**
  - c. State Roads: Copy of approved **NYS Highway Work Permit Application for Non-Utility Work.**

**BEFORE THE PREMISES DESCRIBED IN THIS APPLICATION CAN BE OCCUPIED A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED**

**TOWN OF PITTSTOWN**

Building Permit

This space to be filled in by Building Inspector  
 Application # \_\_\_\_\_  
 Permit Issued \_\_\_\_\_  
 Permit Expires \_\_\_\_\_  
 District \_\_\_\_\_  
 Value of Work \$ \_\_\_\_\_  
 Approved by \_\_\_\_\_  
 Remarks \_\_\_\_\_

**A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK**

**COMPLETE ALL OF THE FOLLOWING**

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plan and specifications submitted, and such special conditions as may be indicated on the permit.

The owner of the property is

(Name)	(Address)
Tax Map ID # _____	Telephone _____
Name of Builder _____	Telephone _____
Name of Plumber _____	Telephone _____
Name of Mason _____	Telephone _____
Name of Electrician _____	Telephone _____
Lot Number _____	Unit _____
Estimated value of proposed work \$ _____	

**NATURE OF PROPOSED WORK**

- |   |   |
|---|---|
| <input type="checkbox"/> Construction of New Building | <input type="checkbox"/> Addition to a Building   |
| <input type="checkbox"/> Alteration of Building       | <input type="checkbox"/> Demolition of a Building |
| <input type="checkbox"/> Change in Occupancy          |   |
| <input type="checkbox"/> Other Work (Describe) _____  |   |

**OCCUPANCY**

**Main Building**

- |   |  |
|---|--|
| <input type="checkbox"/> One Family Dwelling          | <input type="checkbox"/> Two-family Dwelling |
| <input type="checkbox"/> _____ Unit-Multiple Dwelling |  |
| <input type="checkbox"/> Non-residential building     |  |
| <input type="checkbox"/> _____ car attached garage    |  |
| <input type="checkbox"/> Other _____                  |  |

**Accessory Building**

- |  |   |
|--|---|
| <input type="checkbox"/> One-car detached garage | <input type="checkbox"/> Private storage building |
| <input type="checkbox"/> Two-car detached garage | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Commercial              |   |

**BUILDING SPECIFICATIONS** (Fill in only for new building or addition or alteration to existing building).

Kind of construction: Wood frame, fire safe, etc? \_\_\_\_\_  
Type of roof  Sloped  Flat Material of roof? \_\_\_\_\_ Snow Load? \_\_\_\_\_  
Exterior Finish \_\_\_\_\_ If masonry, thickness \_\_\_\_\_  
Is building to be sheathed? \_\_\_\_\_ With what material? \_\_\_\_\_  
Finish of interior walls \_\_\_\_\_  
If garage is to be attached, of what material is wall between garage and main building to be constructed? \_\_\_\_\_  
Is there to be an opening between garage and building? \_\_\_\_\_  
Kind of heating system \_\_\_\_\_ Oil burner/ other \_\_\_\_\_  
Will a flue-lined chimney be provided? \_\_\_\_\_ Depth of chimney foundation below grade \_\_\_\_\_  
Height of chimney above roof \_\_\_\_\_ Will there be a fireplace/wood stove ? \_\_\_\_\_  
Will a bathroom be installed? \_\_\_\_\_ How many? \_\_\_\_\_  
Will a kitchen sink be installed and connected to water supply? \_\_\_\_\_ Public water supply or private well? \_\_\_\_\_  
Distance of septic system from any private well \_\_\_\_\_ Will drainage system be provided with clean-outs and vents? \_\_\_\_\_

**PLANNED OF PROPOSED CONSTRUCTIONS** Fill in for new building or addition or alteration to existing building when on separate plans are required to be filled with this application. Make drawings at scale of one square equals one foot. Make sketch of floor plans of first and second floors, indicating dimensions of buildings, rooms, doors, windows, etc. location of chimney and plumbing fixtures, etc. Fill in for new building, or addition to existing building, or a change of occupancy.

Indicate on the plot plan road names, the location and size of the property, the location, size and set-backs of proposed buildings, and the location of all existing buildings. Show proposed building (s) in the dotted line and existing building (s) in solid line.

- 1) Lot size: (a) Width \_\_\_\_\_ (b) Depth \_\_\_\_\_ (c) Area \_\_\_\_\_ sq. ft.
- 2) Size of New Building: (a) Width \_\_\_\_\_ (b) Depth \_\_\_\_\_ (c) Height \_\_\_\_\_ (d) Floor Area \_\_\_\_\_ sq. ft.
- 3) Dimensions and description of Addition, Alteration, or Reconstruction; a) Width \_\_\_ ft (b) Depth \_\_\_ ft (c) Height \_\_\_ ft
- 4) Scenic Preservation Area: Distance from center of creek, or shoreline \_\_\_\_\_ ft.
- 5) Will any work relating to this application take place in a flood hazard area?  Yes  No.
- 6) Will a driveway or construction be within 100 ft. of a stream?  Yes  No.
- 7) Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory compliance.
- 8) Are New York State licensed architect / engineer plans accompanying this application ?  Yes  No.  
If no, detailed sketch of proposed construction must be provided on additional sheet ( under 1000 sq. ft. only)
- 9) Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby apply under the Building Code of the Town of Pittstown, New York for a permit to construct or alter a building and/or accessory structure as set forth above, and I certify that the statements herein contained are true to the best of my knowledge and belief.

Signature of Applicant \_\_\_\_\_ Owner / Lessee / Agent

Address (if not owner) \_\_\_\_\_

Dated \_\_\_\_\_



**APPLICATION FOR A BUILDING PERMIT**

**IMPORTANT NOTICES: READ BEFORE SIGNING**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Pittstown and all other applicable codes, rules or regulations.
2. It is the owner’s responsibility to contact the Code Enforcement Office at 753-4222 (Monday-Thursday 9am to 11am) at least 24 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for “internal work” which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH “INTERNAL WORK” HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner’s or contractor’s expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT. PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILLY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker’s Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker’s Compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker’s Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon the subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under the street nearest to the site of the work being conducted.
8. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I \_\_\_\_\_ the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that any statements made by me on this application are true.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_