

VILLAGE OF VALATIE

Building Department

Post Office Box 457, 3211 Church Street, Valatie, New York 12184

building@valatie.gov

518-758-1729



APPLICATION FOR BUILDING PERMIT

Tax Map Number _____

DATE _____

PERMIT NO. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Building and Energy Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

NOTE – READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____ Existing Use _____

Applicant's Address _____ Intended Use _____

_____ Scope of Work _____

Applicant's Phone Number _____

Owner's Name _____

Owner's Address _____ Name of Compensation Carrier _____

_____ Number of Policy _____

Exact Location of Property (Indicate Lot #, Street, Road, etc.)

If Owner is doing the work, he/she must sign below, and also include signed waiver form.

Lot Size _____ Overall Building Size _____ Sq. Ft. _____ Cubic Area _____

Estimated Cost _____

**ALL ELECTRICAL WORK MUST BE INSPECTED BY AND A
CERTIFICATE OF APPROVAL OBTAINED FROM A THIRD PARTY
ELECTRICAL INSPECTION AGENCY.**

Please select:

- | | | |
|--|---|--|
| ☐ New Main Building | ☐ New Accessory Building | ☐ Addition |
| ☐ Renovation | ☐ Garage - # of Stalls _____ | ☐ Swimming Pool |
| ☐ Sign | ☐ Demolition | ☐ Fire Repair |
| ☐ Fence | ☐ Roof | ☐ Deck / Porch |
| ☐ HVAC | ☐ Windows/Doors | |

FEE

\$ _____

C.O. _____

Renew _____

Total _____

INSTRUCTIONS

- A. This application must be completely filled out by typing, or written legibly in ink, and submitted to the Building Department.
- B. Plot plan showing location of lot and buildings relationship to adjoining premises or public streets, and giving a detailed description of layout of property, must be drawn on the diagram below which is part of this application.
- C. This application must be accompanied by a complete set of plans showing proposed construction and one complete set of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural, mechanical, electrical, plumbing, and heating installations.
- D. The work covered by this application may not be commenced before the issuance of Building Permit.
- E. Upon approval of this application and payment of fee in full, the Building Department will issue a Building Permit to the applicant. Such permit and approved plans and specifications shall be kept posted on the premises available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Building Department.
- G. Costs for the work described in the Application for Building Permit should include the cost of all the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.
- H. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged predicated on the extent of the variation from the original plans.
- I. Inspections by Building Department are required at the following schedule:
 1. Foundation footings before pouring concrete.
 2. Foundation inspection before back fill.
 3. Secure surveyor's location of foundation and submit to Building Department.
 4. Framing, Plumbing, Heating and Electrical Inspections before any closing in of the framework.
 5. Final inspection before Certificate of Occupancy is issued. No occupancy of building without approval of the Building Department.

PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers, or description according to deed, and show all easements and street names and indicate whether interior or corner lot, and/or supply an approved plot plan showing all the above requirements.

