



Application for Building and Zoning Permit

Town of New Lebanon
PO Box 328
New Lebanon, New York 12125
Phone: 518.794.8884
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REV: 08.01.17
Pg. 1 of 2

Tax Map No.: _____
Application No.: _____
Zone District: _____

Date: _____
Expires: _____
Est. Cost: _____

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

Answer all of the following. The undersigned hereby applies for a permit to do the following work/use, which will be done in accordance with the description, plans and specifications submitted, and such special conditions as may be indicated on the permit. All construction will be in accordance with the ICC Uniform and Energy Code, the Town of New Lebanon Zoning ordinance and other applicable codes, laws & regulations.

APPLICANT INFORMATION

Applicant Name: _____ Mailing Address: _____
Site Location (911 Address): _____ Phone: _____
Nearest Crossroad: _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____ Phone: days: _____ eves: _____ cell: _____
Mailing Address: _____
Physical address: _____

NATURE OF PROPOSED WORK

New Structure Addition Alteration Replace Demolition Other
 Business Sign Fence Pool/Pond Home Occupation Retail Business

OCCUPANCY: _____ Unit Dwelling Accessory Building Agricultural Bus/Ind. Other _____

Project Use/Description: _____

Ht: _____ Width: _____ Length: _____ Floor Area _____ Total Sq. Ft: _____

CONTRACTOR INFORMATION

General Contractor: _____ Phone: _____
Plumber: _____ Phone: _____
Electrician: _____ Phone: _____
Architect/Engineer: _____ Phone: _____

New York State licensed architect plans attached? (2 sets required) Yes No Other plans attached? Yes No
Plot plan must be attached showing all property lines, structures, well, septic and all planned setback [front, side & rear]

Wetland/Protected Stream/Floodplain Exists? Yes No

I hereby apply under the Zoning Ordinance of the Town of New Lebanon, NY and the ICC Uniform & Energy Code for a permit to construct or alter a building and/or accessory structure or to perform a land use activity as set forth above. I have arranged for the necessary Workman's Compensation insurance if applicable and provided the attachments shown on the reverse. I grant the Building Inspector and/or Zoning Officer permission to enter the property for required inspections.

I certify that the statements herein contained are true to the best of my knowledge and belief and I have read the instruction on the reverse side of this application.

This property may border a farm, as defined in **\$102-2** of the Code of the Town of New Lebanon. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration. The risk of any impact of these agricultural uses on the purchase of property is specifically to be borne by the purchaser of that property.

Signature of Applicant _____

Before commencing any construction activity, the owner or operator of a construction project that will involve soil disturbance of one or more acres must contact the New York State Department of Conservation to obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

Two sets of plans and specifications for the proposed work shall be submitted with the application, and specification shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, EXCEPT for farm buildings, residential buildings of fewer than 1,500 gross sq. ft. or to alterations costing under \$20,000.00. The applicant may request that the requirements of plans and specifications be waived where the work to be done involves minor alterations or are otherwise unnecessary.

A driveway cut MUST be approved from the appropriate department. For a town road, the Highway Superintendent must approve. For a County road the County Highway Dept. must approve. For a State highway, NYS-DOT must approve. Approval must be obtained before a building permit is issued.

The applicant shall notify the Code Enforcement Officer of any changes in construction contained in the application during the period for which the permits in effect. A permit shall be issued when the application has been determined to be complete. The authority conferred by such permit may be limited by conditions, if any, contained therein. A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.

A building permit issued pursuant to this part may be suspended or revoked if determined by the CEO that the work to which it pertains is not proceeding in conformance with the Uniform/Energy Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

A building/zoning permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary C/O), whichever occurs first.

The permit may, upon written request, be renewed for successive one year periods, provided that (1) The permit has not been revoked or suspended at the time of the application for renewal is made; (2) The relevant information in the application is up to date; (3) The renewal fee is paid.

A third party electrical inspection company is required for all electrical work.

You must contact this office after each stage of construction completion so that the required inspections may be scheduled. Failure to do so may result in fines, a stop work order and/or legal action. A final Certificate of Occupancy or Certificate of Compliance can only be issued when all of the required inspections have been made. Absolutely no one is to occupy this building without first obtaining a Certificate of Occupancy/Compliance.

Zoning Officer Review

Date Received: _____

Approved & Referred to the Building Inspector for Building Permit Issuance

Approved does not need to be referred to the Building Inspector

Application does not require Zoning Review and has been directly referred to the Building Inspector

Application Denied Referred to ZBA Reason for denial: _____

<u>Fees</u>	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

If denied, you may appeal the denial to the Zoning Board of Appeals by filing a written appeal on the form available from the Planning & Zoning Clerk within sixty days after the date of the denial, specifying the grounds thereof and the relief sought.

ZBA Approved Date of ZBA Approval: _____ Special Conditions: _____

Zoning Officer Signature: _____ Date: _____
Cissy Hernandez and/or Jeff Hattat

Building Inspector Review

Date Received: _____

Approved Denied Reason for Denial: _____

<u>Fees</u>	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

Building Inspector Signature: _____ Date: _____
Cissy Hernandez and/or Jeff Hattat

Attachments and Instructions

Attachments Provided by Applicant:

- | | |
|---|--|
| <input type="checkbox"/> Construction Plans | <input type="checkbox"/> Proof of Insurance |
| <input type="checkbox"/> Plot Plan | <input type="checkbox"/> Constr. Debris Removal Doc. |
| <input type="checkbox"/> Health Dept. Approval | <input type="checkbox"/> Sign Details |
| <input type="checkbox"/> Driveway Approval Doc. | <input type="checkbox"/> Subdivision Map |
| <input type="checkbox"/> Floor Plan | |

Instructions Provided to Applicant:

- | | |
|---|--|
| <input type="checkbox"/> Ponds/ Pools | <input type="checkbox"/> Res. Constr. Requirements |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Electrical Inspectors. |
| <input type="checkbox"/> Setbacks | <input type="checkbox"/> Sign Requirements |
| <input type="checkbox"/> Dig Safely Info. | <input type="checkbox"/> Home Occ. Requirements |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Driveway regulations |

The law requires the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, EXCEPT for farm buildings, residential building of fewer than 1,500 gross sq. ft. or to alterations consisting under \$20,000.00

CHAPTER 1 SCOPE AND ADMINISTRATION

SECTION R106 CONSTRUCTION DOCUMENTS

R106.1 Submittal documents.

Submittal documents consisting of *construction documents*, and other data shall be submitted in two or more sets with each application for a *permit*. The *construction documents* shall be prepared by a registered *design professional* where required by the statutes of the *jurisdiction* in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a registered *design professional*.

Exception: The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a registered *design professional* if it is found that the nature of the work applied for is such that reviewing of *construction documents* is not necessary to obtain compliance with this code.

R106.1.1 Information on construction documents.

Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted where *approved* by the *building official*. *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.

R106.1.2 Manufacturer's installation instructions.

Manufacturer's installation instructions, as required by this code, shall be available on the job site at the time of inspection.

R106.1.3 Information on braced wall design.

For buildings and structures utilizing braced wall design, and where required by the *building official*, braced wall lines shall be identified on the *construction documents*. Pertinent information including, but not limited to, bracing methods, location and length of *braced wall panels* and foundation requirements of braced wall panels at top and bottom shall be provided.

R106.1.4 Information for construction in flood hazard areas.

For buildings and structures located in whole or in part in flood hazard areas as established by Table R301.2(1), *construction documents* shall include:

1. Delineation of flood hazard areas, floodway boundaries and flood zones and the design flood elevation, as appropriate.
2. The elevation of the proposed lowest floor, including *basement*; in areas of shallow flooding (AO Zones), the height of the proposed lowest floor, including *basement*, above the highest adjacent *grade*.
3. The elevation of the bottom of the lowest horizontal structural member in coastal high hazard areas (V Zone) and in Coastal A Zones where such zones are delineated on flood hazard maps identified in Table R301.2(1) or otherwise delineated by the jurisdiction.
4. If design flood elevations are not included on the community's Flood Insurance Rate Map (FIRM), the *building official* and the applicant shall obtain and reasonably utilize any design flood

elevation and floodway data available from other sources.

R106.2 Site plan or plot plan.

The *construction documents* submitted with the application for *permit* shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from *lot lines*. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan where the application for *permit* is for *alteration* or repair or where otherwise warranted.

R106.3 Examination of documents.

The *building official* shall examine or cause to be examined *construction documents* for code compliance.

R106.3.1 Approval of construction documents.

Where the *building official* issues a *permit*, the *construction documents* shall be *approved* in writing or by a stamp that states "REVIEWED FOR CODE COMPLIANCE." One set of *construction documents* so reviewed shall be retained by the *building official*. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the *building official* or a duly authorized representative.

R106.3.2 Previous approvals.

This code shall not require changes in the *construction documents*, construction or designated occupancy of a structure for which a lawful *permit* has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

R106.3.3 Phased approval.

The *building official* is authorized to issue a *permit* for the construction of foundations or any other part of a building or structure before the *construction documents* for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such *permit* for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a *permit* for the entire structure will be granted.

R106.4 Amended construction documents.

Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

R106.5 Retention of construction documents.

One set of *approved construction documents* shall be retained by the *building official* for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.

CHAPTER 1 SCOPE AND ADMINISTRATION

SECTION R109
INSPECTIONS**R109.1 Types of inspections.**

For on-site construction, from time to time the *building official*, upon notification from the *permit* holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the *permit* holder or his or her agent wherein the same fails to comply with this code.

R109.1.1 Foundation inspection.

Inspection of the foundation shall be made after poles or piers are set or trenches or *basement* areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or *equipment* and special requirements for wood foundations.

R109.1.2 Plumbing, mechanical, gas and electrical systems inspection.

Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or *appliances* are set or installed, and prior to framing inspection.

Exception: Backfilling of ground-source heat pump loop systems tested in accordance with Section M2105.28 prior to inspection shall be permitted.

R109.1.3 Floodplain inspections.

For construction in flood hazard areas as established by Table R301.2(1), upon placement of the lowest floor, including *basement*, and prior to further vertical construction, the *building official* shall require submission of documentation, prepared and sealed by a registered *design professional*, of the elevation of the lowest floor, including *basement*, required in Section R322.

R109.1.4 Frame and masonry inspection.

Inspection of framing and masonry construction shall be made after the roof, masonry, framing, firestopping, draftstopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are *approved*.

R109.1.5 Other inspections.

In addition to inspections in Sections R109.1.1 through R109.1.4, the *building official* shall have the authority to make or require any other inspections to ascertain compliance with this code and other laws enforced by the *building official*.

R109.1.5.1 Fire-resistance-rated construction inspection.

Where fire-resistance-rated construction is required between *dwelling units* or due to location on *property*, the *building official* shall require an inspection of such construction after lathing or gypsum board or gypsum panel products are in place, but before any plaster is applied, or before board or panel joints and fasteners are taped and finished.

R109.1.6 Final inspection.

Final inspection shall be made after the permitted work is complete and prior to occupancy.

R109.1.6.1 Elevation documentation.

If located in a flood hazard area, the documentation of elevations required in Section R322.1.10 shall be submitted to the *building official* prior to the final inspection.

R109.2 Inspection agencies.

The *building official* is authorized to accept reports of *approved* agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

R109.3 Inspection requests.

It shall be the duty of the *permit* holder or their agent to notify the *building official* that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

R109.4 Approval required.

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the *building official*. The *building official* upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the *permit* holder or an agent of the *permit* holder wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *building official*.