



## APPLICATION FOR BUILDING

The following items must be submitted to the Code Enforcement Officer before a Building Permit will be granted:

- A completely filled in application must be submitted. The written Scope of Work must accurately describe the work covered by the Building Permit. Additional work not described will require another permit and applicable fees.
- A plot plan of the parcel depicting the well, septic, existing buildings and proposed new construction is required. Delineate the area from building structures existing and proposed to all property lines. Distance measured in feet must be shown to the front, sides and rear property lines. Plan must be drawn to scale and accurately dimensioned.
- This application must be accompanied by TWO complete sets of plans showing the proposed construction and TWO complete sets of specifications. An addition set of PDF plans are appreciated. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing installations. **Our office conducts a full plan review as required by the NY Department of State. Allow at least two to three weeks for this review, or longer depending on the current workload.**
- Proof of liability insurance for the contractor must be submitted. New York State requires proof of Workers' Comp and Disability or proof of legal exemption from them. Please use the guidelines on the back of this sheet to determine which forms need to be submitted. Submitting incorrect forms will delay issuance of the Building Permit.
- New home construction will also require a copy of the survey, an engineered plan for the septic system and the submission of a septic permit application.
- A site visit will be required before any permit is issued.** New buildings and additions other than second story additions will require the following: The property boundaries must be marked and easily recognizable. The footprint of the structure must also be designated. An additional flag identifying the front of the structure must be placed for new buildings.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work. **All changes to plans must be reported via a change order from the design professional.** The permit will only be honored for the scope of work for which it has been issued. No work is to commence until the Building Permit has been granted.

The required inspections will be checked off on your Building Permit. It is the **homeowner's** responsibility to ensure these inspections are scheduled. Our office needs at least 24 hours advance notice when scheduling. Final inspections and obtaining the Certificate of Occupancy or Certificate of Compliance is also the responsibility of the homeowner.

**No building shall be OCCUPIED or USED in whole or in part for any purpose until the Final Inspection has been passed and a Certificate of Occupancy has been granted by the Building Department.**

**\*APPLICATIONS ARE NOT ACCEPTED WITHOUT INSURANCE REQUIREMENTS\***

**Each application must be accompanied with current insurance forms as determined below**

\* If **applicant** is **Owner** of 1, 2, 3, or 4 Family Owner-occupied Residence:

Is owner performing all the work? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is owner not compensating the individual performing the work? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the owner paying individuals a total of less than 40 hours a week? Yes \_\_\_\_\_ No \_\_\_\_\_

If **"YES"** to one of the above questions, we require: Copy of **homeowner's policy** showing **General Liability** coverage and **Form BP-1** (This Form is available in the office and online)

If **"NO"** to all above questions, or applicant is **Business** or **General Contractor**, we require proof of **General Liability** coverage and one of the following proofs of **Workers' Compensation** and **Disability insurance** (either A, B or C):

A. Affidavit of Exemption:

Form CE-200 \_\_\_\_\_ (This Form needs to be completed online [www.wcb.ny.gov](http://www.wcb.ny.gov) )

*"A helpful step by step instruction sheet is available upon request in the office"*

B. Certificates of Workers' Compensation Insurance and Disability Benefits Insurance:

(Workers' Comp) Form C-105.2 \_\_\_\_\_ or *State Insurance Fund* Form U-26.3 \_\_\_\_\_

**AND**

(Disability) Form DB-120.1 \_\_\_\_\_

C. Self-insured or participating in authorized self-insurance plan:

Form SI-12 \_\_\_\_\_ or Form GSI-105.2 \_\_\_\_\_

**AND**

Form DB-155 \_\_\_\_\_

***ACORD forms are NOT acceptable proof of NY State workers' compensation or disability insurance coverage.***

600 Town Hall Drive  
Hudson, New York 12534



Phone (518) 822-8420  
Fax (518) 822-8420

Permit No. \_\_\_\_\_  
Tax Map No. \_\_\_\_\_  
Site Plan Review Required: Yes \_\_\_ No \_\_\_

Date Approved \_\_\_\_\_  
Date Disapproved \_\_\_\_\_  
Reason \_\_\_\_\_

\_\_\_\_\_  
Signature of Code Enforcement Officer

## APPLICATION FOR BUILDING PERMIT

Building Permit expires one (1) year from date of issuance

DATE \_\_\_\_\_

Location/Address of Project: \_\_\_\_\_

Applicant is: Owner \_\_\_ Lessee \_\_\_ Agent \_\_\_ Architect \_\_\_ Business \_\_\_ Contractor \_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

Owner Name \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Name \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

Architect/Engineer Name \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

1. Nature of work (**check one**):

- (a) New Residential Building \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_  
(b) New Commercial Building \_\_\_\_\_ Assembly Occupancy Load \_\_\_\_\_  
(c) All Other New Structures (decks, pools, detached garages, sheds, etc.) \_\_\_\_\_  
(d) Addition \_\_\_\_\_ (e) Repair \_\_\_\_\_ (f) Alteration \_\_\_\_\_ (g) Relocation \_\_\_\_\_  
(h) Conversion of Occupancy \_\_\_\_\_ from use: \_\_\_\_\_ Occupant Code \_\_\_\_\_

2. State **intended use** of structure (single family dwelling, restaurant, detached garage, swimming pool, etc.).  
Intended use: \_\_\_\_\_ Occupant Code \_\_\_\_\_

3. If new residential structure, or residential alteration or addition, specify the **total** numbers in the structure.  
Number of Kitchens \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

4. Dimensions of new construction: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ No. of Stories \_\_\_\_\_



APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Uniform Building Code for the construction of building, additions, or alterations, or for the installation of swimming pools, as herein described. The applicant has read above requirements and agrees to comply with all applicable laws, ordinances, regulations and conditions, and to allow all inspectors to enter the premises for the required inspections.

*The applicant agrees to the following requirements:*

**A. All electrical work must be INSPECTED by an APPROVED THIRD-PARTY INSPECTION AGENCY.**

B. All work shall be performed in accordance with the construction documents submitted and accepted as part of this application. The Code Enforcement Officer shall be notified immediately in the event of changes occurring during construction. 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 may be charged predicated on the extent of the variation from the original plans.

C. All required construction inspections must be performed before continuing to the next stage of work. Failure to schedule inspections will result in a Stop Work Order. **Pictures will not be accepted in lieu of physical inspections.**

D. The work covered by this application MAY NOT be COMMENCED before the issuance of the Building Permit.

**E. No building shall be OCCUPIED or USED in whole or in part for any purpose whatsoever until the Final Inspection has been passed and a Certificate of Occupancy has been granted by the Building Department. Violators will be subject to fines and/or imprisonment.**

\_\_\_\_\_ being duly sworn deposes and says that he/she is the applicant above named. He or she is the \_\_\_\_\_ of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of this knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith and in accordance with the New York State Unified Building Code.

\_\_\_\_\_  
Signature of Applicant

**NOTARY**

(SEAL)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public