

# TOWN OF STILLWATER

ESTABLISHED 1788 - SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

Box 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 539-0002

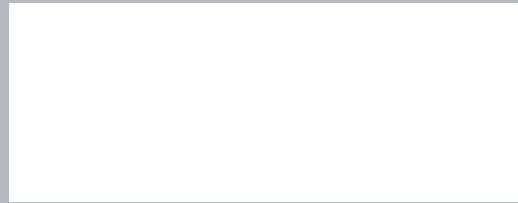
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT



## Commercial Construction APPLICATION

(submit with a minimum of 2 sets of Paper and 1 digital copy of construction documents, including specifications as applicable) \$200.00 Plus 0.25 per sq. ft.

### For Official Use Only



**PLOT PLANS:** For all permit applications that include exterior additions and/or new construction, a plot plan prepared by a licensed professional may be required which fully describes proposed construction in relation to parcel boundaries. Additionally, the Town may also require individual grading and storm drainage plans, if parcel is within approved subdivision and grades deviate from approved plat, a substantial change to existing grades will occur or a new septic system or modification to an existing septic system is required.

**AS BUILT FOUNDATION LOCATION PLAN:** Prior to beginning framing, a Foundation Location Plan prepared by a Licensed Professional must be submitted to the Town for REVIEW and APPROVAL.

### Property Information:

**ZONING DISTRICT:** ☐RR ☐LDR ☐RM ☐RRD ☐B1 ☐B2 ☐BP ☐ID ☐PDD ☐MU  
☐Rt 67 WEST ☐T2 ☐T3G ☐T3N ☐T4 ☐T5

ADDRESS OF SITE: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

**PROJECT/SUBDIVISION NAME (IF APPLICABLE):** \_\_\_\_\_

**LOT #:** \_\_\_\_\_ **LEGAL ADDRESS ASSIGNED:** \_\_\_\_\_

**OWNER/APPLICANT:** \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

**CONTRACTOR/BUILDER:** \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

### **NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION and/or Timber Construction:**

**Please Take notice to check the application line:**

\_\_\_\_New Structure \_\_\_\_Addition to existing structure \_\_\_\_Rehab to existing structure

**To be constructed at the subject property referenced above will utilize (check applicable line):**

\_\_\_ Truss type const. \_\_\_ Pre-Engineered wood const. \_\_\_ Timber const.

**In the following location (s) (check applicable line):**

\_\_\_ Floor framing, include girders and beams \_\_\_ Roof framing \_\_\_ Floor and roof framing

**THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY APPLICANT AND SHALL BE THE BASIS OF ANY ADMINISTRATIVE DECISIONS OF THE TOWN DEPT. OF BUILDING, PLANNING & DEVELOPMENT**

**Proposed Building Information:**

TYPE OF BUILDING: \_\_\_ Commercial \_\_\_ Industrial

TYPE OF CONSTRUCTION: \_\_\_ NEW \_\_\_ ADDITION \_\_\_ RENOVATION \_\_\_ ACCESSORY STRUCTURE

TOTAL SQUARE FOOTAGE OF: CONSTRUCTION: \_\_\_\_\_ sq ft

TOTAL NO. OF ROOMS \_\_\_\_\_ IF ADDITION, HOW MANY NEW ROOMS \_\_\_\_\_

TOTAL NO. OF BATHROOMS \_\_\_\_\_ IF ADDITION, HOW MANY NEW BATHROOMS \_\_\_\_\_

FOUNDATION: \_\_\_ PIERS \_\_\_ CAST IN PLACE CONCRETE \_\_\_ CONCRETE UNIT MASONRY \_\_\_ PRECAST CONCRETE

GARAGE: ATTACHED \_\_\_ DETACHED AREA OF GARAGE: \_\_\_\_\_ sq ft. \_\_\_ NONE

BASEMENT: \_\_\_ FULL PARTIAL \_\_\_ CRAWL SPACE \_\_\_ SLAB ON GRADE

HEATING SOURCE: \_\_\_ GAS \_\_\_ OIL WOOD SOLAR OTHER \_\_\_\_\_

AIR CONDITIONING: \_\_\_ YES \_\_\_ NO

ESTIMATED CONSTRUCTION VALUE OF PROJECT (includes all labor & materials, including site-work) \$ \_\_\_\_\_

**Proposed Lot Information:**

LOT SIZE \_\_\_\_\_ acres \_\_\_\_\_ sq ft

**BUILDING SETBACKS:**

	EXISTING	PROPOSED
Front yard	_____ ft	_____ ft
Right side yard	_____ ft	_____ ft
Left side yard	_____ ft	_____ ft
Rear yard	_____ ft	_____ ft
Lot width @ street	_____ ft	_____ ft
Lot width @ building	_____ ft	_____ ft
Building height	_____ ft	_____ ft
	_____ stories	_____ stories

**Has the property received Zoning or Planning Approvals:**

Date: \_\_\_\_\_ Approval: \_\_\_\_\_

EASEMENTS: Are there any Town, County, State or other easements, located within the lot? \_\_\_ YES \_\_\_ NO  
If, yes, who are the easement(s) granted to? \_\_\_\_\_

WATER: ☐ PUBLIC ☐ PRIVATE WATER CO. ☐ WELL if public or water co., Name \_\_\_\_\_

SEWAGE: ☐ PUBLIC ☐ PRIVATE SEWER CO. ☐ ON-SITE SEPTIC if public or sewer co., Name \_\_\_\_\_

FLOODPLAIN: Is parcel within mapped FEMA floodplain or floodway? ☐ YES ☐ NO

*If yes, applicant must complete a Town floodplain Permit and an Elevation Certificate and submit with this application.*

WETLANDS: Does parcel contain state or federal wetlands? ☐ YES ☐ NO If yes, will construction impact federal wetlands or be within the 100-foot of a state wetlands ☐ YES ☐ NO

*If yes to Wetlands, then applicant will have to make application to appropriate state and/or federal agencies for wetland disturbances prior to a building permit being issued*

### Owner / Applicant plan changes and changes during construction

Project changes and revisions made by the owner or the owner's contractor(s) after the issuance of a building permit that are inconsistent with the permitted set of drawings and specifications may, at the discretion of the Code Enforcement Official, require written approval by the appropriate design professional(s) and a submittal of revised, dated, stamped and sealed plans. Approval must be granted prior to the accomplishment of the work or the issuance of a Certificate of Occupancy.

### Saratoga County Sewer Connections

A project requiring connection to the Saratoga County Sewer District System requires a Sewer Lateral Permit. The Applicant shall **submit an application** to the Sewer District and receive a Sewer Lateral Permit prior to the Town's issuance of a Building Permit. Inspections of the lateral installation from a building to the district's system line is the responsibility of the Saratoga County Sewer District. Permit application forms are available on line at <http://www.saratogacountyny.gov>

### Water Meters

Construction projects located within a Town Water District may require a water meter. Water meter fees are required to be paid prior to the issuance of a Building Permit and are determined by the Town Water Department. Fees vary according to the water district and specific project circumstances. A separate check made out to the Town of Stillwater Is required for a water meter. Application forms are available from the Town Clerk, The Water Department, The Building Planning and Development Department as well as the Town's web-site [www.stillwaterny.org](http://www.stillwaterny.org) under downloadable forms.

### Authorization to Act as Agent for:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, \_\_\_\_\_, owner of the premises located at \_\_\_\_\_  
Signature Number Street

TAX ID \_\_\_\_\_, hereby designate, \_\_\_\_\_  
Section Block Lot Printed Name of Agent

as my agent regarding this application for review.

I have read and understand the application process described herein and I am responsible for the accuracy of the information requested and provided above.

\_\_\_\_\_  
APPLICANT / OWNER SIGNATURE DATE

Note: New York State mandates that the Town be provided proof of General Liability Insurance and Workers Compensation before a building permit is issued. See Town's Insurance Requirements.

**For Official Use Only**

**Application: Approved By:** \_\_\_\_\_  
**Denied** \_\_\_\_\_ Building Inspector/Code Enforcement \_\_\_\_\_ Date \_\_\_\_\_

**If approved, permit will expire on:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

**If denied, bases for denial:** \_\_\_\_\_ Date \_\_\_\_\_

# BUILDING PERMIT SUBMISSION CHECKLIST

## NEW COMMERCIAL BUILDING

PROJECT SITE ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

CHECKLIST PREPARED BY: \_\_\_\_\_ PREPARERS PHONE NO.: \_\_\_\_\_

**ALL ITEMS BELOW MUST BE CHECKED EITHER "YES", "NO", "N/A" or "PBA" (pending board approval — only where applicable).** A separate checklist, must accompany each application for a building permit. All items checked "YES" shall accompany the application from at the time of submission to the building department.

Until the application is deemed complete it may be rejected by the building department and returned to the applicant. Acceptance of a permit submission as complete does not imply or guarantee that a permit will be issued.

	YES	NO	N/A	
1. Building permit form completed and with required signatures from the property owner, applicant and contractor.				
2. Base FEE required with application submission				
3. Water service connection agreement dated and signed by the property owner and by a supply company.				
4. Energy code compliance report, bearing the seal and signature of the N.Y.S. licensed professional engineer or registered architect.  Specify compliance path _____ _____				
5. Energy code inspection checklist				
6. Site Plan approval from Planning Board				
7. Special permit approval from Planning Board				
8. 2 complete sets of building plans, each sheet bearing the seal and signature of the N.Y. S. licensed professional engineer or registered architect. The set shall include, but not be limited to the following drawings: (a) structural plans; (b) floor plans — all levels; (c) cross-sections; (d) details; (e) elevations. (1) schedules; (g) HVAC; (h) electrical; (i) plumbing; (j) Codes specifications; (k) fire protection systems; (1) complete code summary				

9. In accordance with section 1704 of the Building Code of New York State, a statement of special inspections shall be prepared by a registered design professional, to include: a complete list of material and work requiring special inspections; the inspections to be performed, and a list of the individuals , approved agencies or firm intended to be retained for conducting such inspections				
10. Planning or Zoning Board approval letter added to construction plans.				

**FOR STAFF USE ONLY:**

SUBMISSION ACCEPTED FOR REVIEW      DATE \_\_\_\_\_ TIME \_\_\_\_\_

ACCEPTED BY (SIGNATURE) \_\_\_\_\_

7/18/2022

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I, THE UNDERSIGNED, DO HEREBY AGREE TO FURNISH, SUPPLY AND INSTALL THE AFOREMENTIONED MATERIALS AND COMPLY WITH THE SPECIFICATIONS SET FORTH ABOVE IN CONJUNCTION WITH THE ERECTION AND CONSTRUCTION OF THE BUILDING(S) FOR WHICH PLANS WERE SUBMITTED AND APPROVED. ALL ITEMS COMPLY WITH NEW YORK STATE UNIFORM FIRE PREVENTION & BUILDING CODE AND THE TOWN OF STILLWATER BUILDING APPLICATION REQUIREMENTS.

**CERTIFICATE OF OCCUPANCY-** Prior to scheduling an inspection the following items must be on file with Town of Stillwater Building Department.

**FOR COMMERCIAL APPLICATIONS:**

- a. Truss certificates
- b. Water test results: quality and quantity (New test)
- c. Written certification, by a Licensed Professional Engineer, that the septic system has been installed as per Town of Stillwater and New York State Department of Health Appendix 75-a.9
- d. A registered design professional shall provide to the Code Enforcement Official a written certification that the required HVAC tests, system balancing, etc., have been performed and that, in the professional opinion of the registered design professional, the system is operating as designed. The registered design professional shall retain copies of the test reports to be provided to the Code Enforcement official, if requested.
- e. Certification from the plumbing, sprinkler, fire alarm and other building system installers that the system was installed and tested as per the requirements of the code and the system is operating as required.
- f. Certification from the roofing contractor that an ice barrier was installed as per the requirements of the code.
- g. Stamped as-built plans for the building.
- h. Stamped as-built site plan with certification from the designing engineer that the site substantially complies with the approved site plan.
- i. List of interior finishes with manufacture's specification sheet indicating the flame spread.
- j. Proof of final electrical inspection.
- k. Such other information and/or certification deemed necessary by the Building Inspector to establish compliance of work performed.
- l. Premises identification as required by code.



PLEASE PROVIDE A BRIEF DESCRIPTION OF THE SCOPE OF WORK

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HOLD HARMLESS:

THE INDIVIDUAL FILING THIS APPLICATION, TO THE FULLEST EXTENT PROVIDED BY LAW, SHALL INDEMNIFY AND SAVE HARMLESS THE TOWN OF STILLWATER, ITS AGENTS AND EMPLOYEES (HEREINAFTER REFERRED TO AS "TOWN"), FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES), ARISING OUT OF OR RESULTING FROM 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 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