

# TOWN OF STILLWATER

ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION  
BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537  
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT



## BUILDING PERMIT APPLICATION

(submit with a minimum of 2 sets of construction documents, including specifications as applicable )  
**\$100.00 Plus 0.25 per sq.ft.**

For Official Use Only
Permit No. _____

**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 that the (check application line):

New Res. Structure     Addition to existing Res. 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, inc. 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:  RESIDENTIAL  COMMERCIAL

TYPE OF CONSTRUCTION:  NEW  ADDITION  RENOVATION  ACCESSORY STRUCTURE

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

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

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

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

DECK/PORCH:  UNCOVERED, \_\_\_\_\_ sq ft  COVERED, \_\_\_\_\_ sq ft  ENCLOSED, \_\_\_\_\_ sq ft

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

AIR CONDITIONING:  YES  NO

FIRE PLACE:  YES  NO IF YES, TYPE:  WOOD  GAS  PELLET  OTHER \_\_\_\_\_

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

<b>Has the property received Zoning or Planning Approvals:</b>	
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 \_\_\_\_\_