

# TOWN OF STILLWATER

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



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BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

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Our Department has been receiving applications for building permits that are not complete. All required materials listed on the Building Permit Application must be submitted or the application will be marked as Incomplete. Be advised that when applying for a building permit, a plot plan prepared by a licensed surveyor must show the lot, the proposed structure, setbacks and any other physical features shown on the subdivision plat. A building permit will not be issued without a plot plan as described above.

Once the footing and foundation walls are poured, the foundation must be located by a licensed land surveyor showing the location of the foundation and the distances to all setbacks (front, side and rear). No wood may be placed on the foundation until the Building Department receives the foundation location and verifies that there are no issues with any of the setback requirements. If an issue is found, a STOP WORK ORDER will be issued and you will need to file an application with the Zoning Board of Appeals for relief. Failure to submit the required foundation plan will not be a valid excuse if an appearance before the Zoning Board of Appeals is necessary. If the application is denied, the foundation will need to be moved to meet the required setbacks.

Once the structure is complete, a final as-built survey by a licensed land surveyor must be submitted prior to the issuance of a Certificate of Occupancy. The final survey must include the structure, distances to all property lines, overhangs, outdoor tanks, septic systems, wells, driveway, etc.

This procedure applies to all building permit applications for additions to any existing structure, garages, sunrooms, pools, sheds, etc. The application for a building permit must be accompanied by an up-to-date survey prepared by a licensed land surveyor.

Paul K. Male, PE  
Director of Building, Planning & Development.