

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.

PLEASE INCLUDE ON THE PLANS AN APPROVAL BOX 3.5" H x 4" W FOR STAMPING BY THE TOWN OF STILLWATER

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

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 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 Denied By: _____
Building Inspector/Code Enforcement Date

If approved, permit will expire on: _____ Permit Fee: _____

If denied, bases for denial: _____ Date _____