



TOWN OF COLONIE

Building Department

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

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Michael M. Rosch
Director

RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

After the completion of the Building Permit/Zoning Verification Application, the applicant is required to provide the following information depending upon the type of proposed construction desired.

Applicants are required to complete an electrical application for any proposed electrical work, applications available at our counter, and provide a Certificate of Insurance showing General Liability and Workers Compensation Insurance.

ALL PROPOSED CONSTRUCTION TO COMPLY WITH THE RESIDENTIAL CODE OF NYS

1. When the application is for installing a **Pool**:
 - ♦ The applicant must provide us with a **Site Plan** to show the location of the pool on the property along with any overhead power lines and existing or proposed fencing with gates. **Pool must be marked on property with stakes or spray paint outline for a site inspection prior to permit.** If a deck is proposed **at** pool, it must be shown on site plan and 2 (two) sets of detailed drawings are required showing: piers, framing materials, steps, etc.
2. When the application is for installing a **Woodstove or Fireplace**:
 - ♦ The applicant must provide us with the manufacturer's literature (on the unit and chimney) to determine if it has a New York State approval. The applicant needs to provide a **Floor Plan** to show where the installation is proposed; as well as to determine where all required smoke and carbon monoxide detectors are needed.
3. When the application is for installing a **Shed, Deck or Gazebo**:
 - ♦ The applicant must provide us with a **Site Plan** to show the location of the structure on property in relationship to the existing dwelling and property lines. The applicant must provide 2 (two) sets of detailed drawings showing: piers, framing materials, steps, etc. Drawings must be to scale and drawn with a straight edge. If the construction is prefabricated, the manufacturer's literature is required.
4. When the application is for building an **Addition and/or Renovation**:
 - ♦ The applicant must provide us with a **Site Plan** to show the location of the proposed structure in relationship to existing structures and property lines. The applicant must provide 2 (two) sets of detailed drawings showing: footings, foundations, framing, insulation, plumbing, heating, window schedule, energy calculations, climatic & geographic design criteria, roofing, interior and exterior finish, etc. A **Floor Plan, Elevation and Cross Section** drawing is required for proposed construction along with an **Existing Floor Plan** to also show the location of all required smoke **and carbon monoxide** detectors. Drawing must be to scale and drawn with a straight edge.
 - ♦ If the estimated construction cost is **\$20,000.00 or over**; or any second story addition, or structural work **is proposed**, **drawings** must be wet stamped by a Professional Engineer or Registered Architect. (Any addition over 300 square feet is presumed to cost in excess of \$20,000).
5. When the application is for building a **Residence**:
 - ♦ The applicant must provide a **Proposed Site Plan** showing dimensions **and square footage of lot with proposed** dwelling to all property lines, along with proposed driveway and elevations of property
 - ♦ The applicant must provide 2 (two) sets of detailed drawings wet stamped by a Professional Engineer or Registered Architect along with energy calculations, climatic and geographic design criteria, and window schedule; all of which to comply with the Residential Code of the N.Y.S.
 - ♦ The applicant must provide all **Sewer, Water and/or Albany County Health Permits**.

DEPENDING ON THE TIME OF YEAR, THE REVIEW OF YOUR BUILDING PERMIT APPLICATION AND PLANS CAN TAKE BETWEEN 5 TO 15 WORKING DAYS.