



TOWN OF COLONIE

Building Department

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

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Town Supervisor

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www.colonie.org/building

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. [Inground swimming pools must maintain site to comply with the Erosion and Sediment Control Plan and a final grading inspection. Questions-call Storm Water Management Department 783.6292.](#)
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** of all levels 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. If garage is proposed, need linear length in feet, elevations of garage floor to road. 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** of all levels 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, including a stamped truss layout. (Any addition over 300 square feet is presumed to cost in excess of \$20,000).
 - ♦ Site needs to be maintained to comply with the Erosion and Sediment Control Plan [along with a final grading inspection.](#) Questions-contact [Storm Water Management Department 783.6292.](#)
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, the linear length in feet, elevations of garage floor to road 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 a stamped truss layout, 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.**
 - ♦ Site needs to be maintained to comply with the Erosion and Sediment Control Plan. Questions-contact [Storm Water Management Department 783.6292.](#)

**DEPENDING ON THE TIME OF YEAR, THE REVIEW OF YOUR BUILDING PERMIT [MAY](#) TAKE
BETWEEN 5 TO 15 WORKING DAYS.**