

**BUILDING DEPARTMENT
TOWN OF COLONIE**

*PUBLIC OPERATIONS CENTER
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www.colonie.org

**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 are available at our counter.

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.
 - ♦ 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.
 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**:
 - ♦ 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 calc., 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 rooms adjacent to proposed construction. 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 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 of dwelling to all property lines.
 - ♦ 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.
 - ♦ The applicant must provide all **Sewer, Water and/or Albany County Health Permits**.
- DEPENDENT ON THE TIME OF YEAR, THE REVIEW OF YOUR BUILDING PERMIT APPLICATION AND PLANS CAN TAKE BETWEEN 5 TO 15 WORKING DAYS.**

8. The following inspections, if applicable, **MUST** be made during construction:
 1. Footings before pouring concrete.
 2. Foundations before back fill.
 3. For new dwellings submit Surveyor's foundation location to Building Department for zoning approval before framing is started.
 4. Plumbing, Heating, Framing and Electrical inspections before closing in of the framework.
 5. Insulation Inspection.
 6. When all work is complete, final inspection by Sewer, Water, Electrical and Building Departments. If new dwelling also Highway and Planning (if in a subdivision).

9. The Building Department must be called so that a **final inspection** can be made upon completion of all work indicated on the approved Building and Zoning Permit application and on the approved plans.

It is the responsibility of the applicant that the Building Department received written approval from the following Departments prior to occupancy of this structure.

1. Final Electric from

New York Board of Fire Underwriters	463-2122
OR Middle Department Inspection Agency	273-0861
OR Commonwealth Electrical Inspection Service	449-1625
OR Independent Electrical Inspection Agency	(315) 735-5233
OR Tri-State Inspection Agency	

2. Town of Colonie Pure Waters Department (sewer) 783-2766
3. Latham Water District (meter installed) 783-2750
4. Albany County Health Department (if required) 445-7835
5. Town of Colonie Highway Department (new dwelling) 783-2794
6. Town of Colonie Planning (new dwelling in subdivision) 783-2741

THE BUILDING DEPARTMENT WILL ISSUE A CERTIFICATE OF OCCUPANCY TO THE APPLICANT FOR THE PROJECT WHEN ALL OF THE ABOVE ITEMS, IF REQUIRED, ARE COMPLETED.

IT IS ILLEGAL TO OCCUPY ANY BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY. Violators may be subject to fines and/or imprisonment.