



# TOWN OF COLONIE

## Building and Fire Services Department

Public Operations Center  
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[www.colonie.org/departments/building](http://www.colonie.org/departments/building)

### RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

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

**Signees are required to complete an electrical application for any proposed electrical work (applications available at our counter) and provide Certificates of Insurance showing General Liability and Workers Compensation Insurance coverage.**

#### ALL PROPOSED CONSTRUCTION TO COMPLY WITH THE RESIDENTIAL CODE OF NYS

##### 1. Installing a Pool:

- ♦The signee 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 outline must be marked on property with stakes or spray paint 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.

##### 2. Installing a Woodstove or Fireplace:

- ♦The signee must provide the manufacturer's literature (on the unit and chimney) to determine if it has a New York State approval. The signee 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, or sign the Smoke/C.O. Detector handout.

##### 3. Installing Generators:

- ♦Provide a survey/site plan showing property lines & easements, indicating location detail of proposed generator or gas equipment and any associated permanent fuel tank(s) with distances including, but not limited to: existing buildings, operable windows, doors, vents, window wells, air intake/exhaust pipes for furnaces, hot water tanks, dryer vent, crawl space vents, attic vents, ridge vents, soffit vents, electric/gas meters, etc. Provide 2 (two) sets of manufacturers installation instructions along with an existing floor plan of the dwelling showing the location of all required smoke and carbon monoxide detectors. Drawing must be to scale & drawn with a straight edge.

##### 4. Installing a Shed, Deck or Gazebo:

- ♦Provide a **Site Plan** to show the location of the structure on property in relationship to the existing dwelling and property lines. The signee 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.

##### 5. Building an Addition, Renovation and/or Garage:

- ♦Provide a **Site Plan** to show the location of the proposed structure in relationship to existing structures and property lines. If a garage is proposed, need elevations of garage floor to road. 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 or sign the Smoke/C.O. detector handout. 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 NYS Licensed Engineer or 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 518.783.6292.

##### 6. Building a Residence:

- ♦Provide a **Proposed Site Plan** showing dimensions and square footage of lot with proposed dwelling to all property lines, along with proposed driveway, the elevations of garage floor to road and elevations of property.

- ♦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.

- ♦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 518.783.6292.

**THE REVIEW OF YOUR BUILDING PERMIT MAY TAKE 5 TO 15 WORKING DAYS.**