

***City of Glens Falls***  
***Department of Building & Codes***

230 Dix Avenue – Second Floor  
Glens Falls, New York 12801  
(518) 761-3810 Fax (518) 761-3839

**BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Owner name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Nature of Proposed Work:** \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Building: \_\_\_\_\_ Accessory Buildings: \_\_\_\_\_

Building Sq. Ft.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Frontage: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Building Permit Fee: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

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Office Use

Plan Approved by: \_\_\_\_\_

***Submit 2 copies of all support documents and the appropriate fee with your application.***

**Proposed work to be done**

<input type="checkbox"/>	Addition
<input type="checkbox"/>	Garage Attached
<input type="checkbox"/>	Porch Covered

<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Garage Detached
<input type="checkbox"/>	Porch Enclosed

<input type="checkbox"/>	Deck
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Porch Open

<input type="checkbox"/>	Fence
<input type="checkbox"/>	Pool
<input type="checkbox"/>	Renovation

**Building Style**

<input type="checkbox"/>	1 Family
<input type="checkbox"/>	Barn
<input type="checkbox"/>	Colonial
<input type="checkbox"/>	Factory
<input type="checkbox"/>	Office Bldg.
<input type="checkbox"/>	Retail
<input type="checkbox"/>	Storage

<input type="checkbox"/>	2 Family
<input type="checkbox"/>	Bungalow
<input type="checkbox"/>	Condo
<input type="checkbox"/>	Hotel
<input type="checkbox"/>	Old Style
<input type="checkbox"/>	Row Attached
<input type="checkbox"/>	Townhouse

<input type="checkbox"/>	3 Family
<input type="checkbox"/>	Cape Cod
<input type="checkbox"/>	Contemporary
<input type="checkbox"/>	Mall
<input type="checkbox"/>	Raised Ranch
<input type="checkbox"/>	Row Detached
<input type="checkbox"/>	Warehouse

<input type="checkbox"/>	Apartment Bldg.
<input type="checkbox"/>	Church
<input type="checkbox"/>	Cottage
<input type="checkbox"/>	Mansion
<input type="checkbox"/>	Ranch
<input type="checkbox"/>	Split Level
<input type="checkbox"/>	Other:

**Bed/Bath/Rooms**

# Beds: \_\_\_\_\_

# Full Baths: \_\_\_\_\_

# 1/2 Baths: \_\_\_\_\_

# Rooms: \_\_\_\_\_

**Fireplace**

Yes No # of \_\_\_\_\_

**Kitchens**

# Kitchens \_\_\_\_\_

**Floors**

# of \_\_\_\_\_

**Dimensions**

Overall: \_\_\_\_\_

**Heating**

<input type="checkbox"/>	Hot Air
<input type="checkbox"/>	Hot Water

<input type="checkbox"/>	Electric
<input type="checkbox"/>	Oil

<input type="checkbox"/>	Gas
<input type="checkbox"/>	Radiant

<input type="checkbox"/>	Solar
<input type="checkbox"/>	Central Air

**Basement**

<input type="checkbox"/>	Crawl
<input type="checkbox"/>	Partial

<input type="checkbox"/>	Full
<input type="checkbox"/>	Slab

<input type="checkbox"/>	Finished
<input type="checkbox"/>	Rec. Room

<input type="checkbox"/>	Laundry
<input type="checkbox"/>	Walk Out

**Exterior**

<input type="checkbox"/>	Aluminum
<input type="checkbox"/>	Shingles
<input type="checkbox"/>	Wood

<input type="checkbox"/>	Brick
<input type="checkbox"/>	Stone
<input type="checkbox"/>	Other

<input type="checkbox"/>	Composition
<input type="checkbox"/>	Stucco

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Vinyl

**Construction**

<input type="checkbox"/>	Brick
<input type="checkbox"/>	Steel

<input type="checkbox"/>	Concrete Block
<input type="checkbox"/>	Tile

<input type="checkbox"/>	Frame
<input type="checkbox"/>	Other

<input type="checkbox"/>	Reinforced Concrete
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**OFFICE USE**

Approved By: \_\_\_\_\_

Expires: \_\_\_\_\_

Plan Reviewed By: \_\_\_\_\_

CO Issued: \_\_\_\_\_

Documentation required as part of this Building Permit application:

1. Attach site plan and structural drawings which include location and dimensions of existing and proposed structures, driveways, walkways and parking areas.
2. Include setback distances from property lines to structures, and distances between structures.
3. Floor plans should approximate scale and include elevations of proposed structures.
4. Identify type, size and spacing of structural members, including joists, rafters, studs and overlays.
5. Identify type and slope of roof, thickness of foundation materials and depth below grade.
6. Note fire separations between house and attached garage.
7. Describe type of primary heating system, type and height of chimneys and flues.
8. If construction cost exceeds \$20,000 – drawings must carry seal and signature of a New York State licensed engineer.
9. All electrical work must be inspected and certified by a qualified inspection agency.
10. Plumbing permit application (if applicable) is a separate application and fee schedule based on the type(s) of work done.

***Submit 2 copies of all documents and the appropriate fee with your application.***

Some or all of the following inspections will be required as your project proceeds: Footing, foundation, backfill, framing, plumbing, insulation and final inspection. Please provide sufficient notice when scheduling inspections.

**No one may occupy a new living space until a certificate of occupancy is issued upon an approved final inspection.**

All occupied space must comply with the New York State energy conservation code.

**Notice of Utilization of Truss Type Construction,  
Pre-engineered Wood Construction, and/or Timber Construction**

Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York  
Section 1265.3:

**FOR RESIDENTIAL BUILDING PERMITS ONLY**

Owner: \_\_\_\_\_

Subject Property (street address & tax map #): \_\_\_\_\_  
\_\_\_\_\_

Please take notice that the:

- \_\_\_\_\_ new residential structure
- \_\_\_\_\_ addition to existing residential structure
- \_\_\_\_\_ rehabilitation of existing residential structure

to be constructed or performed at the subject property referenced above will utilize (check each applicable line):

- \_\_\_\_\_ truss type construction (TT)
- \_\_\_\_\_ pre-engineered wood construction (PW)
- \_\_\_\_\_ timber construction (TC)

in the following location(s) (check applicable line):

- \_\_\_\_\_ floor framing, including girders and beams (F)
- \_\_\_\_\_ roof framing (R)
- \_\_\_\_\_ floor framing and roof framing (FR).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
[Signature of person submitting form to the authority having jurisdiction]

Print: \_\_\_\_\_  
[Print or type name of person signing and submitting form]

Capacity: \_\_\_\_\_  
[Insert "Owner" or "Owner's Representative" as applicable]

**City of Glens Falls**

**Contractor/Vendor**

**Insurance Requirements**

No subcontract work or vendor deliveries may begin until certificates of insurance, issued by an authorized New York state insurance company, are delivered to the City of Glens Falls for the following coverage:

<u>TYPE</u>	<u>AMOUNT OF COVERAGE</u>
1. Workers' Compensation	Statutory
2. Comprehensive General Liability, Bodily Injury and Property Damage Combined Single Limit	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
3. Comprehensive Automobile Liability	
Bodily Injury and Property Damage	\$1,000,000

The contractor and/or vendor hereby agrees to name The City of Glens Falls as an additional insured on your Comprehensive General Liability coverage as their interests may appear (ATIMA) and to provide evidence thereof, in the form of a certificate of insurance to The City of Glens Falls.

**COOL**

INSURANCE MADE SIMPLE.

**City of Glens Falls**  
**Department of Building and Codes**  
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 (518)761-3810 \* Fax (519)761-3839

*John Ward, Code Enforcement Officer   Christopher P. Anderson, Building Inspector*

FEE SCHEDULE

BUILDING PERMITS – RESIDENTIAL

Additions and/or alterations .....	\$125.00
Decks and open porches.....	\$ 50.00
Fence .....	\$ 25.00
Garage .....	\$ 60.00
House (includes CO Fee) .....	\$175.00
Shed .....	\$ 60.00
Solar Panels .....	\$ 50.00
Swimming Pool .....	\$ 50.00

BUILDING PERMITS - COMMERCIAL

\$200.00 plus \$50 for every \$10,000 of estimated construction cost. Max fee is \$2000.00.  
 For construction estimates below \$5,000, fee is \$100.00.

BUSINESS CERTIFICATE OF OCCUPANCY

\$10.00 for every \$10,000 of estimated construction cost. Minimum fee is \$50.00.

PLUMBING PERMITS

Business/Industrial/Multi-family dwelling (per unit) .....	\$ 55.00
New Single or Two-Family dwellings (per unit) .....	\$ 45.00
Fee per fixture (First 20 fixtures) .....	\$ 3.00
Each additional fixture .....	\$ 2.00
Replacement of water main, waterline or sewer line .....	\$ 5.00
Replacement of water heater, water closet or lavatory .....	\$ 4.00

APPLICATIONS AND LETTERS

Architectural Review .....	\$150.00
Area Variance .....	\$ 75.00
Compliance Letter .....	\$ 50.00
Demolition .....	\$100.00
Flood Letter .....	\$ 15.00
Rezoning Petition .....	\$ 75.00
Signs: (per square foot, rounded up to the next whole number) .....	\$ 3.00
Site Plan Review .....	\$175.00
Subdivisions .....	\$100 plus \$10 per acre to be divided
Use Variance .....	\$ 75.00

*Please make checks payable to: City of Glens Falls*