



Town of Queensbury
742 Bay Road, Queensbury, NY 12804
P: 518-761-8256 www.queensbury.net

ACCESSORY STRUCTURE PERMIT APPLICATION

Office Use Only

Permit #: _____

Permit Fee: \$ _____

Invoice #: _____

Project Location: _____

Tax Map ID #: _____ **Subdivision Name:** _____

CONTACT INFORMATION:

- **Applicant:**

Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

- **Primary Owner(s):**

Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

☐ **Check if all work will be performed by homeowner only**

- **Contractor(s):** Workers' Comp documentation must be submitted with this application

Contractor Name(s): _____

Contractor Trade: _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

****List all additional contractors on the back of this form**

- **Architect(s)/Engineer(s):**

Business Name: _____

Contact Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

Contact Person for Building & Code Compliance: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

- **Contractor(s): Workers' Comp documentation must be submitted with this application**

Contractor Name(s): _____
Contractor Trade: _____
Mailing Address, C/S/Z: _____
Cell Phone: (_____) _____ Land Line: (_____) _____
Email: _____

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Contractor Trade: _____
Mailing Address, C/S/Z: _____
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Contractor Trade: _____
Mailing Address, C/S/Z: _____
Cell Phone: (_____) _____ Land Line: (_____) _____
Email: _____

- **Contractor(s): Workers' Comp documentation must be submitted with this application**

Contractor Name(s): _____
Contractor Trade: _____
Mailing Address, C/S/Z: _____
Cell Phone: (_____) _____ Land Line: (_____) _____
Email: _____

PROJECT INFORMATION:

TYPE: _____ Commercial _____ Residential

WORK CLASS:

____ Deck, Open Porch ____ Solar Panels (w/o rafter upgrades) ____ Carport ____ Cell Tower
____ Shed ____ Pavilion, Pole Barn, Canopy ____ Dock ____ Gazebo
____ Detached Garage ____ Boathouse (with or w/o sundeck) ____ 3-Season Porch
____ Other (description: _____)

SQUARE FOOTAGE OF STRUCTURE:

1st floor: _____

2nd floor: _____

Total square feet: _____

ADDITIONAL PROJECT INFORMATION:

1. Estimated Cost of Construction: \$ _____
2. If Commercial project, what is the proposed use: _____
3. Are there any structures not shown on the plot plan? YES NO Explain: _____
4. Are there any easements on the property? YES NO

DECLARATION:

1. I acknowledge that no construction shall be commenced **prior to issuance** of a valid permit and will be completed within a 12 month period.
2. If the work is not completed by the 1 year expiration date the permit **may be renewed**, subject to fees and department approval.
3. I certify that the application, plans and supporting materials are a true and complete statement and/or description of the work proposed, that all work will be performed in accordance with the NYS Building Codes, local building laws and ordinances, and in conformance with local zoning regulations.
4. I acknowledge that **prior to occupying** the facilities proposed I, or my agents, will obtain a certificate of occupancy.
5. I also understand that I/we are **required to provide** an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy.

I have read and agree to the above:

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

REQUIREMENTS FOR SUBMITTAL:

1. Completed Accessory Structure permit application

TWO (2) COPIES OF THE FOLLOWING:

2. Structural drawings, which include:
 - a. Signed & sealed architect or engineer stamp **IF** the cost of construction is over \$20,000
 - b. Floor plan
 - c. Foundation plan
 - d. Cross sections
 - e. Elevations
 - f. Window & Door schedules – printed on the drawings is acceptable
 - g. Calculation sheet for natural light, ventilation & emergency egress
3. Plot plan, using a survey map if possible, which includes:
 - a. Drawn to scale (i.e. 1 inch = 30 feet)
 - b. Indicate proposed changes, with setbacks
 - c. Include **all** structures on the property
 - d. Include location of water supply (well or water lines)
 - e. Include location & configuration of septic system or sewer line
4. REScheck (residential projects) or COMcheck (commercial projects), signed and stamped—
www.energycodes.gov
5. Workers' Comp insurance information for **all** contractors involved.

ADDITIONAL INFORMATION:

1. Any **changes to the approved plans prior to or during construction** will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is **withdrawn**, 20% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.