

Office Use Only

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

Permit Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITION/ALTERATION PERMIT**

**APPLICATION**

**742 Bay Road, Queensbury, NY 12804**

**P: 518-761-8256** [**www.queensbury.net**](http://www.queensbury.net)

**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):**

Contact 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: \_\_\_\_\_\_\_\_\_\_\_\_

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Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_

Contractor Trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, C/S/Z: \_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Line: \_(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mailing Address, C/S/Z: \_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT INFORMATION:**

**TYPE:**  Commercial ☐ Residential

**WORK CLASS:**

☐ Single-Family ☐Two-Family ☐Multi-Family (# of units \_\_\_\_\_\_)

☐Townhouse ☐Business Office ☐Retail ☐ Industrial/Warehouse

☐ Garage (# of cars \_\_\_\_\_\_) ☐ Other (describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**ADDITION SQUARE FOOTAGE: ALTERATION SQUARE FOOTAGE:**

1st floor: \_\_\_\_\_\_\_\_\_\_\_\_\_ 1st floor: \_\_\_\_\_\_\_\_\_\_\_\_\_

2nd floor: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd floor: \_\_\_\_\_\_\_\_\_\_\_\_\_

3rd floor: \_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd floor: \_\_\_\_\_\_\_\_\_\_\_\_\_

Basement (habitable space): \_\_\_\_\_\_\_\_ Basement (habitable space): \_\_\_\_\_\_\_\_

**Total square feet:** \_\_\_\_\_\_\_\_\_\_\_ **Total square feet:** \_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL PROJECT INFORMATION:**

1. Estimated Cost of Construction: $ \_\_\_\_\_\_\_\_\_\_\_
2. If Commercial project, what is the proposed use: \_\_\_\_\_\_\_\_\_\_\_
3. Source of heat: GasOilPropaneSolar Other \_\_\_\_\_\_\_\_\_\_\_ **Fireplaces need a separate Fuel Burning Appliances & Chimney Application**
4. Are there any structures not shown on the plot plan? YES NO Explain: \_\_\_\_
5. Are there any easements on the property? YES NO
6. **SITE INFORMATION:**
7. What is the dimensions or acreage of the parcel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Is this a corner lot? YES NO
9. Will the grade be changed as a result of the construction? YES NO
10. What is the water source? PUBLIC PRIVATE WELL
11. Is the parcel on SEWER or a PRIVATE SEPTIC system? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 statementand/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 Additions/Alterations permit application

**TWO (2) COPIES OF THE FOLLOWING:**

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