



Town of Queensbury

ACCESSORY STRUCTURE PERMIT APPLICATION

742 Bay Road, Queensbury, NY 12804

P: 518-761-8256 www.queensbury.net

Office Use Only

Permit #: _____

Permit Fee: \$ _____

Invoice #: _____

Flood Zone? Y N Reviewed By: _____

Project Location:

Tax Map ID #:

Subdivision Name:

PROJECT INFORMATION:

TYPE: Residential Commercial, Proposed Use:

STRUCTURE:

- Boathouse (with or w/o sundeck) Canopy Carport Cell Tower Deck
- Detached Garage (>300 s.f.) Dock Gazebo Pavilion Pole Barn Porch Ramp
- Shed (<300 s.f.) Solar Panels (w/o rafter upgrades) 3-Season Porch Other:

SQUARE FOOTAGE OF STRUCTURE:

1st floor:

2nd floor:

Total square feet:

Brief description of scope of project:

ADDITIONAL PROJECT INFORMATION:

1. Estimated Cost of Construction: \$
2. Are there any structures not shown on the plot plan? YES NO Explain:
3. Are there any easements on the property? YES NO

DECLARATION:

1. I acknowledge that no construction shall be commenced **prior to the issuance** of a valid permit and will be completed within a 12 month period. Any **changes to the approved plans prior to/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 If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.
3. If the work is not completed by the 1 year expiration date the permit **may be renewed**, subject to fees and department approval.
4. I certify that the application, plans and supporting materials are a true and a 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.
5. I acknowledge that **prior to occupying** the facilities proposed I, or my agents, will obtain a certificate of occupancy.
6. 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: _____

CONTACT INFORMATION:

PLEASE PRINT LEGIBLY OR TYPE, PLEASE INCLUDE AN EMAIL

- **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 property owner only

- **Contractor(s):** (List all additional contractors on the back of this form)

Contractor Name(s):

Contractor Trade:

Mailing Address, C/S/Z:

Cell Phone:

Land Line:

Email:

****Workers' Comp documentation must be submitted with this application****

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

Business Name:

Contact Name(s):

Mailing Address, C/S/Z:

Cell Phone:

Land Line:

Email:

Contact Person for any questions regarding this project:

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:

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Contractor Trade:

Mailing Address, C/S/Z:

Cell Phone:

Land Line:

Email:

PLEASE INCLUDE WITH YOUR SUBMITTAL:

1. Completed Accessory Structure permit application

THREE (3) 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, if applicable
 - c. Foundation plan, if applicable
 - d. Cross sections, if applicable
 - e. Elevations, if applicable
 - f. Window & Door schedules, if applicable – printed on the drawings is acceptable
 - g. Calculation sheet for natural light, ventilation & emergency egress, if applicable – printed on the drawings is acceptable
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 to property lines
 - 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, if applicable — www.energycodes.gov
5. Workers' Comp insurance information for **all** contractors involved – REQUIRED, EVEN FOR SOLE PROPRIETORS

ADDITIONAL IMPORTANT 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**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.