



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 If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury.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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Mailing Address, C/S/Z:

Cell Phone:

Land Line:

Email:

PLEASE INCLUDE WITH YOUR SUBMITTAL:

1. Completed Accessory Structure permit application

THREE (3) COPIES (2 paper & 1 pdf OR 3 paper) 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.