

INSTRUCTIONS FOR A BUILDING PERMIT

- A. Fill out an application for a Building Permit.
- B. Have two copies of a plot plan, showing dimensions of the lot, the actual size and location on the lot of the building to be erected, the location of the septic tank and drain field, and the location of the well.
- C. One set of plans showing footing and foundations, walls, joists, windows, doors, etc. Must be submitted in a form adequate to insure compliance with the State Building Construction Code. Plans must bare the stamp of a New York State Architect or Engineer when the floor plan is over 1,500 square feet, or if the construction exceeds \$10,000.
- D. A perc test to be taken before a permit is issued.
- E. If the construction is in the flood plain area, a special Building Permit must be issued by the Building Inspector before a Town Building Permit can be issued.
- F. A special water well report must be filled out and returned to the Building Inspector shortly after the well is drilled.
- G. A Certificate of Insurance must be supplied by the contractor before the permit is issued.
- H. Fees:

Floor plans up to 2,000 square feet	\$350.00
Each 100 square ft. over 2,000 sq. ft.	15.00
Buildings for agricultural pursuits	100.00
Accessory use buildings/each 100 sq. ft.	15.00
Minimum fee	50.00
Swimming pools	50.00
For improvements that don't have quantifiable floor areas, including porches, decks & septic systems	- \$50.00
Telecommunication Tower	2,000.00

Building Inspector - Gil Albert

ALL MEETINGS BY APPOINTMENT ONLY, PLEASE CALL TO SCHEDULE

Telephone: Office: (518) 695-3644 ext. 313, Cell phone (518) 369-4595
Inspection Days: Monday through Friday. All meetings are by appointment only.

Inspections

Footing forms before pouring, foundations before back fill, framing and plumbing together, insulations. Final inspection when all major systems are completed. The electrical system must have a complete inspection by a certified electrician and a certificate be passed on to the Building Inspector. Septic system: All boxes and pipe lines must be inspected before covered.

**Town of Saratoga Building Department
12 Spring St., Schuylerville, NY
Application for Building and Zoning Permit**

Lot Identification No. _____ Permit No. _____

Date filed _____ Received by _____

The undersigned hereby makes application for a Building and Zoning Permit for the purpose and on the site described herein, and agrees that such purposes shall be undertaken in accordance with all the applicable laws, ordinances and requirements of the **Town of Saratoga**, the **County of Saratoga**, and the **State of New York**.

Name (Please Print) Signature Date

Address Telephone number

Address

Description of purposes: (Circle One)

To: Use, erect, repair, alter, extend, remove, demolish, occupy, maintain the legal non-conforming use of a structure on land located at:

at a cost of \$_____ for the following purpose(s):

Are there any deed restrictions, easements, or covenants which affect the proposed request and use that you are applying for? No Yes (explain and provide a copy of your deed)

Size of property in acres or square feet _____

Set back from front line _____

Set back from right side yard _____

Set back from left side yard _____

Set back rear line _____

District Classification _____

Floor area in square feet _____

Type of construction _____