TOWN OF ROTTERDAM
COMMERCIAL & MULTIPLE DWELLING BUILDING PERMIT APPLICATION
518-355-7575 Ext. 395

Needed to Obtain Permit:

1. Building Permit Application, and/or commercial plumbing permit application, as applicable, to be filled out and left with required items for Building Department Review.

2. This application must be accompanied by three (3) complete sets of plans which are signed and stamped by a registered design professional showing :

   a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
   b. Proposed type of construction of the building.
   c. Fully dimensioned drawings to determine areas and building height.
   d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
   e. Exit signs/means of egress lighting, including power supply.
   f. Accessibility scoping provisions.
   g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
   h. Adequate details to evaluate fire-restrictive construction requirements, including data substantiating required ratings.
   i. Details of plastic, insulation, and safety glazing installation.
   j. Details of required fire protection systems.

GROUND SNOW LOAD	Wind SPEED (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				Winter Design Temp	Ice shield underlayment required	Flood hazards
			Weathering	Frost line depth	Termite	Decay			
45	90	B	Severe	42	Slight to Moderate	Slight to Moderate	-7	Yes	1-13-88

3. A site plan including the following information: size and location of all new construction and all existing structures on the site; distances from lot lines; established street grades and proposed finish grades; boundaries; proposed or existing location of septic, dry well, leach fields; wells. Show side, rear, and front setbacks from project to property line, septic, etc. Site plan must also show utilities, proposed or existing, to the site. Type of pipe, size of pipe, and location of electrical service must also be shown. Site plan must be signed and stamped by a Licensed Professional Engineer.

4. Current copy of Liability and Worker's Compensation Insurance Certificates for contractors must be on file in the Building Inspector's Office. **Accord forms are not acceptable proof of insurance.**

5. All buildings must conform with the Building Code of New York State - **No Exceptions!**

6. Certified Schenectady County Health Department Approval is required for new Septic systems.

7. Completion of Town of Rotterdam "Well Regulation Form" and Certification by approved Laboratory of water is required for private wells.

8. Obtain a permit from the County Highway Department (356-5340) or the Town Highway Department (355-7722) when any work, including construction or disturbance in the County or Town Highways Right-of-Way is necessary.

9. **Except as hereinafter provided, no person, firm, corporation, association or partnership shall commence the construction, enlargement, alteration, improvement, removal or demolition of any building or structure or any portion thereof, or any land activity or development or install a solid fuel-burning heating apparatus, chimney or flue in any dwelling unit without first having obtained a permit from the Building Inspector/Code Enforcement Officer of the Town of Rotterdam.**

10. ***Any*** **deviation from the approved plans must be authorized and approved by the Building Inspector.**

Permit Process

Submit the completed Application, Site Plan and Insurance Certificates to the Building Department for review and approval. Plan review and approval may take approximately 10-20 business days, dependent on number of projects under review. Incomplete applications will delay the review process. **Do not** mail **or submit checks** with **permit application.**

When the permit application is approved, the permit must be picked up and paid for at Town Hall by either the Property Owner, Applicant or Contractor.

Permits must be visibly posted on the property during construction.

Pre-Construction meeting shall be held prior to start of construction activity or land disturbed.

Inspection Process

Contractor or owner **MUST** notify the Building Inspector at least **24 Hours in advance** when work is ready for the applicable inspections..

When initial excavation has been completed, and installation of footing forms with steel reinforcing is complete. (Prior to concrete placed in forms)

When Foundation has been formed and steel reinforcing is in place, (Prior to concrete Placed in forms).

Before backfilling of foundation and Damp proofing is applied, and Bracing in place. (if required)

Preparation of Concrete slab **with** vapor barrier in place before concrete is poured. Provide foundation location to Building Department for approval **prior to framing**. (New construction only)

Framing Inspection, all structural elements installed, windows, doors, roofing, receipt by Building Department of Truss Certification. All Fire walls complete.

Rough plumbing complete, Rough HVAC complete, Rough electrical inspection complete (see Instruction Sheet, Item #9) Air leakage complete (As per NYS Energy Code).

The Building Department does not provide electrical inspections. Final approval of a project is given. Agencies approved to perform Electrical Inspections in the Town of Rotterdam are: Middle Department Inspection Agency (518-273-0861), Commonwealth Electrical Inspection Agency (800-801-0309), and The Inspector LLC (518-481-5300). You must have all electrical inspections performed, as needed, before approval to proceed.

Insulation Inspection of exterior walls, exposed ceilings and attic complete before interior finishing.

Final Inspection, exterior and interior complete, plumbing complete, final electric complete, fire suppression system/certification (if applicable) Fire alarm certification and test elevator certification (if applicable) Truss identification
Signage in place (as per F.C. Table 1-264) NFPA compliance sheets for sprinkler systems (if applicable) Fire Department Connection Labeled, Knox box in place, Site Plan Compliance, SWPP N.O.T.

Needed for Certificate of Occupancy or Certificate of Compliance:

1. Satisfactory completion of all required inspections.

2. Final stamped As-Built Site Plan Drawing and PDF (Portable Document Format) file showing final locations of all utilities, any structures on site, and septic systems, including drywell(s) and/or leach fields. Site Plan must also show final grade elevations.

FEE SCHEDULE

Non-Residential Buildings and Additions

A. The first 0- 1,000 square feet	$300
B. Each additional square feet over 1,000 square feet	$0.30

Multiple Dwellings

A. The first 0-1,000 square feet	$350
B. Each additional square feet over 1,000 square feet	$0.35

Alterations and Repairs

A. Construction cost to $0-$1,000	$30
B. Construction over $1,000	$30 + $15/per each additional full $1,000 of construction cost or $1.50 per $100

TOWN OF ROTTERDAM
Department of Public Works
1100 Sunrise Boulevard, Rotterdam, New York 12306
Phone: 518-355-7575, Ext. 395
Fax: 518-355-2725

Notice of Utilization of Truss Type Construction
Pre-Engineered Wood Construction and/or Timber Construction

To: The Town of Rotterdam Building Department (cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

_____ New residential structure

_____ Addition to the existing residential structure

_____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

_____ Truss type construction

_____ Pre-engineered wood construction

_____ Timber construction

in the following location(s) (check applicable line):

_____ Floor framing (including girders and beams) **F**

_____ Roof framing **R**

_____ Floor framing and roof framing **FR**

Date:_____**Signature:**_____

Printed Name: _____

☐**Owner** ☐**Owner's Representative**

LETTER OF AUTHORIZATION FOR PERMIT AND ZONING APPLICATION

To Whom It May Concern:

I,_____, as owner of the property located
(print name)

at_____, Town of Rotterdam, in the

State of New York, hereby designate_____
(name)

_____
(city, state, zip, and phone number)

as my contractor and registered agent for the purposes of the applying for Permits and Zoning representation regarding my building project.

Signature: _____

Date: _____

TOWN OF ROTTERDAM BUILDING PERMIT APPLICATION
Commercial & Multiple Dwelling

Application is hereby made to the Building Department for the Issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, addition, alterations, or accessory structures, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY
Application #_____
Approved: ☐ Disapproved: ☐
Cost of Permit: $_____
INITIALS

COST OF CONSTRUCTION:	**$$$**
Property Address:	
Property Owner:	
Property Owner Address:	
Property Owner Phone No.:	
Applicant:	
Applicant Address:	
Applicant Phone No.:	
Contractor:	
Contractor Address:	
Contractor Phone No.:	
Contractor Insurance:	Liability Workers Compensation (**submit with application**)

Classification of Work:
_____ New Construction _____ Alteration _____ Repair _____ Demolition
_____ Accessory Building _____ Other (Describe) _____

Do you have: _____ Septic _____ Sewer

Construction Class Type: 1A___ 1B___ 2A___ 2B___ 3A___ 3B___ 4A___4B___ 5A___ 5B___

Zoning: ____ A-1 ____ R-1 ____ R-2 ____ R-3 ____ B-1 ____ B-2 ____ I-1 ____ I-2

Occupancy Classification: A1___ A2___ A3___ A4___ A5___ B___ E___ F1___ F2___ H1___ H2___ H3___ H4___ H5___ I1___ I2___ I3___ I4___ M___ R1___ R2___ R3___ R4___ S1___ S2___

Setbacks:
Front Yard: Existing _____ Proposed _____
Side Yard: Existing _____ Proposed _____
Rear Yard: Existing _____ Proposed _____

Description of Construction

Applicant's Signature: _____Date: _____

~~Revised 2/09, 08/10/12, 03/2014, 11/2014,~~ 01/2015