

Town of Rotterdam Building Department

1100 Sunrise Blvd., Schenectady, NY 12306

www.rotterdamny.org

Phone: (518) 355-7575 Ext. 395 Fax: (518) 355-2725

Informational Handout

Building Department Personnel:

- ❖ Building Inspectors – Mickey Maher Ext 333, Patrick Carroll Ext 356, Daniel Marciniak Ext 330
- ❖ Code Enforcement Officer – James Keith Ext 340.
- ❖ Animal Control Officer – Tim Longo – 518-355-7331 (Police Department)

Building Permits: Required for many building projects, including but not limited to, new construction, additions, structural changes, decks, finished basements, pools (installation or removal of above or in-ground), fences, demolition, and plumbing (including underground sprinkling systems). A building permit is also required as a first step for the filing of Site Plan Approvals (approved by the Planning Commission) and Variances (approved by the Zoning Board of Appeals).

The New York Building Code is available for purchase by contacting International Code Council (ICC) at (800) 786-4452 or at their website at <http://www.iccsafe.org> or www.dos.state.ny.us.codes.com

Proof of Insurance: Contractors must have proof of liability and worker's compensation insurance or approved waiver on file with the Building Department. Homeowners may perform their own work with an affidavit of insurance exemption.

Inspection Times and Procedures: To schedule a building inspection, please call the Building Department at 355-7575 ext. 395. Exact times for inspections cannot be guaranteed, however we will do the best we can. We require 24-hour notice for inspections, but understand this is not always possible and will do what we can to accommodate you. *Please note:* Sewer inspections are done by Department of Public Works 355-7575 Ext. 395.

Conversion of Multiple-Family and/or Two-Family to Single Family Home: To eliminate a dwelling unit from a structure you must first obtain a building permit, the conversion requires removal of the kitchen sink and all applicable plumbing, including supply lines (drain, waste and vents), cooking appliance(s), separate electrical/gas/water meters and separate entrance are necessary.

General Inspections Required:

- When initial excavation has been completed and installation of footing forms is complete with reinforced steel in place
- When foundation has been formed, with reinforced steel in place *before* concrete is poured into forms
- *Before* backfilling of foundation, Damp-proofing and Bracing in place.
- Framing inspection, all structural elements installed, roofing, windows, doors, receipt by Building Department of Truss Certification
- Rough plumbing completed, Rough heating and Ventilation
- Rough electrical inspected
- Insulation inspection of exterior walls, exposed ceilings and attic complete before interior finishing
- Final inspection, exterior and interior complete & Final Electric complete, As Built Drawings

NOTE: Provide foundation location to Building Department for approval *prior* to framing (for new construction only).

Electrical Inspections: Electrical work performed in the Town requires a separate electrical permit. To schedule an electrical inspection, please call either of the following: Middle Dept. Inspection Agency, 273-0861 Commonwealth Elec. Inspection Agency, 800-801-0309, The Inspector, LLC, 857-6235

It is required that before digging, call Dig Safely New York (www.digsafelynewyork.com) excavation notification center at 1-800-962-7962 to locate utilities. All utilities (gas, electric, phone, cable TV, etc) will be located free of charge.