

**TOWN OF ROTTERDAM
RESIDENTIAL BUILDING PERMIT APPLICATION
355-7575 Ext. 395**

Needed to Obtain Permit:

1. Building Permit Application, and/or residential 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 showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical, plumbing and HVAC system. The use of floor drains in a garage or accessory structure is not allowed.

| 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. Site plan showing boundaries, proposed or existing location of septic, dry well, leach fields, wells, accessory structure(s), and project location. 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 work 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.**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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.

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 into 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, Penetrations Sealed.

Rough plumbing complete, Rough HVAC complete, Rough electrical inspection complete (See instruction Sheet, Item #9) Air Leakage and penetrations sealed (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), The Inspector, LLC (518-481-5300 or 800-487-0535), Northeast Electrical Inspections, LLC (518-852-0826 or 518-866-1663), N.Y. Atlantic-Inland, Inc. (518-857-6235 or 607-753-7118). 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 inspection.

Needed for Certificate of Occupancy or Certificate of Compliance:

1. Satisfactory completion of all required inspections.
2. Final stamped As-Built Site Plan Drawing 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 for the first floor, garage and basement.

Building Set-Back and Minimum Lot Size Requirements

A-1 – Agricultural Zone

- A. Front yard depth shall be 25 feet.
- B. Side yard width shall be 15 feet.
- C. Rear yard depth shall be not less than 25 feet.
 - (1) For buildings exceeding three stories in height, 1/2 of the additional height shall be added to the minimum depth of 25 feet, except that a private garage may be built five feet from the rear and side property lines.
- D. Front property line: a minimum of 150 feet.
- E. The minimum lot area required for each principal use is one acre.

R-1 – One Family Residential District

- A. Front yard depth shall be 25 feet or a depth of not less than 1/2 the total setback depths of the dwellings on properties which adjoin on each side, provided that both of such dwellings are set back less than 25 feet.
- B. Side yard width shall be not less than 10 feet.
- C. Rear yard depth shall be not less than 25 feet, except that a garage may be built five feet from the rear and side property lines.
- D. The required minimum lot area shall be not less than 15,000 square feet, with a lot width of not less than 100 feet.
- E. The New York State Public Health Law governing realty subdivisions requires a minimum lot size of 20,000 square feet for every residential lot or parcel served by individual water and sewage disposal systems and located in a realty subdivision, as defined by Public Health Law, Article 11, Title II, entitled "Realty Subdivisions: Water Supply." Such stricter minimum lot size shall be imposed where applicable.

R-2 – Two Family Residential District

- A. Front yard depth shall be 30 feet.
- B. Side yard width shall be not less than 10 feet.
- C. Rear yard depth shall be not less than 25 feet. For buildings exceeding three stories in height, 1/2 of the additional height shall be added to the minimum depth of 25 feet, except that a private garage may be built five feet from the rear and side property line.
- D. The required minimum lot area shall be the same as for the R-1 District, except that residential buildings or structures with more than four bedrooms shall increase the total lot area by a minimum of 3,000 square feet for each additional bedroom over four, with a lot width of not less than 100 feet. Hospitals and similar uses shall require two acres.

R-3 – Multi-Family Residential District

- A. Front yard depth shall be 30 feet.
- B. Side yard width shall be not less than 20 feet.
- C. Rear yard depth shall be not less than 25 feet, except that a private garage may be built five feet from the rear and side property line.
- D. Increased yard depth. In reviewing every multiple-family project development plan, the Planning Board shall consider the yards and proposed screening of parking, common open space and buildings and may require provision of a yard depth up to twice the applicable yard requirements listed above, where such greater yard depth is necessary to preserve neighborhood character and property values.
- E. The minimum total lot area shall be 20,000 square feet, except that buildings or structures with more than four bedrooms shall increase the total lot area by a minimum of 3,000 square feet for each additional bedroom over four, with a minimum lot width of 100 feet.



FEE SCHEDULE

Residential Buildings and Additions

- A. The first 1,000 square feet \$200
- B. Each additional square feet over 1,000 square feet \$0.20

Alterations and Repairs

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



TOWN OF ROTTERDAM RESIDENTIAL PERMIT APPLICATION

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: <input type="checkbox"/> Disapproved: <input type="checkbox"/> |
| 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 (must be included with Application) |
| Classification of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Deck <input type="checkbox"/> Handicap Ramp <input type="checkbox"/> Above Ground Pool <input type="checkbox"/> Inground Pool w/Fence (Pool requires that the barrier shall comply with NYS Code Appendix G – Septic Tank, Drywell/Leachfields must be at least 10 Feet) <input type="checkbox"/> Corner Lot <input type="checkbox"/> Interior Lot <input type="checkbox"/> Municipal Water or <input type="checkbox"/> Private Well - Depth of Pool _____ feet <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage (If you are building a garage, not more than three stalls for the parking or storage of private vehicles – Is there an existing garage: __Yes __No – If Yes, the size of the existing garage:_____) <input type="checkbox"/> Accessory Building (If you are building an accessory structure – Total habitable floor area of an existing principal structure (See Sec. 270-138C) Square Feet _____ x 15%_____) <input type="checkbox"/> Fence – Height of Fence _____ Type of Fence _____ <input type="checkbox"/> 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 _____ Septic System Separation distances from dwelling: Septic Tank 10' Field/pit 20' | |
| Description of Construction | |
| | |

Applicant's Signature: _____ Date: _____