

**TOWN OF ROTTERDAM BUILDING DEPARTMENT  
RESIDENTIAL ACCESSORY BUILDINGS AND STRUCTURE PERMIT APPLICATION  
518-355-7575 Ext 395**

**Needed to Obtain a Residential Accessory Structure Building 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 installations. 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			
40/50	115	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 Code of New York State - **No Exceptions!**
6. **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.**
7. **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 take approximately five (5) business days, dependent on number of projects under review. **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 following 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.

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, receipt by Building Department of Truss Certification, if applicable.

Rough plumbing complete, Rough HVAC complete, Rough electrical complete 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), The Inspector, LLC (518-481-5300 or 800-487-0535), Commonwealth Electrical Inspection Service, Inc. (518) 755-0324, 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. Final electric inspection complete.

## **FEE SCHEDULE**

Accessory Buildings and Garages, Utility Sheds, Gazebos, etc.

- |    |  |       |
|----|--|-------|
| A. | The first 100 square feet                        | \$35  |
| B. | Each additional square foot over 100 square feet | \$.35 |

## **Town of Rotterdam Code**

### **§ 270-5. Definitions.**

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**ACCESSORY BUILDING OR STRUCTURE, HEIGHT OF** – The vertical distance measured from average grade to the apex of the uppermost structural member.

**ACCESSORY STRUCTURE OR USE** -- A structure or use which is:

- A. Conducted or located on the same zoning lot as the principal building or use served, except as may be specifically provided elsewhere in this chapter.
- B. Clearly incidental to, subordinate to and serves the principal use.
- C. Either in the same ownership as the principal use or is clearly operated and maintained solely for the comfort, convenience, necessity or benefit of the occupants, employees, customers or visitors of or to the principal use.

**GARAGE, PRIVATE** -- An enclosed space for the storage of one or more motor vehicles, provided that no business, occupation or service is conducted for profit therein nor space therein for more than two cars is leased to a nonresident of the premises.

**YARD, FRONT** -- An open, unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the side lines of the lot. The depth of the "front yard" shall be measured between the front line of the building and the street line. Covered or uncovered porches, whether enclosed or unenclosed, shall be considered as part of the main building and shall not project into a required "front yard."

**YARD, REAR** -- An open, unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the building projected to the side lines of the lot. The depth of the "rear yard" shall be measured between the rear line of the lot and the rear line of the building.

**YARD, SIDE** -- An open, unoccupied space on the same lot with a main building, situated between the side line of the building and the adjacent side line of the lot and extending from the rear line of the front yard to the front line of the rear yard.

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## **ARTICLE IV, General Requirements**

### **Town of Rotterdam Code**

#### **§270-15. Accessory Uses, Buildings and Structures**

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§ 270-15. Accessory uses, buildings and structures.

- A. Location. No permitted accessory use or building shall be located in the front yard in a residential district, except parking and landscaping.
  - B. Height. No accessory building or structures shall exceed 14 feet in height.
  - C. Yards. No detached accessory building or structure shall be located less than five feet from any rear or side lot line, except for permitted fences. Every attached accessory building or structure shall conform to all yard regulations of the principal building or use.
  - D. Exempted structures. If proposed handicap ramps and railings do not meet the minimum yard setback requirements of the zoning district, such handicap ramps and railings may be approved and permitted by the Town Engineer or Building Inspector as a necessary use, provided that abutting property owners are notified and state in writing their acceptance of the proposed structure. [Added 12-9-1998 by L.L. No. 18-1998]
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**ARTICLE V, A Agricultural District**

**Town of Rotterdam Code**

**§ 270-19. Accessory uses.**

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§ 270-19. Accessory uses.

Accessory uses permitted in the A District shall be limited to the following:

- A. Private garages with not more than three stalls for the parking or storage of private automobiles.
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**ARTICLE VI, R-1 One-Family Residential District**

**Town of Rotterdam Code**

**§ 270-29. Accessory uses.**

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§ 270-29. Accessory uses.

Accessory uses in the R-1 District shall be limited to the following:

- A. Private garages with not more than three stalls for the parking or storage of private automobiles.
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**ARTICLE VII, R-2 Two-Family Residential District**

**Town of Rotterdam Code**

**§ 270-39. Accessory uses.**

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§ 270-39. Accessory uses.

Accessory uses in the R-2 District shall be limited to the following:

- A. Private garages with not more than three stalls for the storage or parking of private automobiles.
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**ARTICLE XVIII, Specific Use Regulations**

**Town of Rotterdam Code**

**§270-138. Accessory Structures and Uses**

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§ 270-138. Accessory structures and uses.

- A. Location. No accessory structure shall be located in the front yard of any lot.

- B. Yards.

- (1) Attached structures. Every accessory structure attached to the principal structure shall be considered a part thereof and the applicable front, side and rear yard requirements shall apply.

- (2) Detached structures. Every detached accessory structure shall be located no less than five feet from a side or rear property line. No detached accessory structure shall be located in the front yard of any lot.

- C. Lot coverage. The total lot coverage by accessory structures shall not exceed 40% of the permitted lot coverage of the minimum permitted lot size in the A, RA, R-1, R-2 and R-3 Districts. The floor area of any accessory structure shall not exceed 15% of the total habitable floor area of an existing or proposed principal structure in the A, RA, R-1, R-2 and R-3 Districts. The aforesaid floor area limitations shall not apply to private garages. With respect to private garages, the floor area for each stall for the enclosed parking or storage of private motor vehicles shall not exceed 300 square feet. Calculations computed for square footage shall be based upon exterior foundation dimensions. No accessory garages shall exceed a maximum height of 15 feet in all existing zoning districts. [Amended 4-26-1989 by L.L. No. 6-1989; 5-26-1993 by L.L. No. 9-1993].

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**

*"A Nice Place to Live"*

*"A Nice Place to Do Business"*

*Town of Rotterdam  
Department of Public Works  
1100 Sunrise Boulevard  
Schenectady, NY 12306  
Phone: 518-355-7575 x395  
Fax: 518-355-2725*

**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  
RESIDENTIAL ACCESSORY STRUCTURE  
BUILDING PERMIT APPLICATION**

*Application is hereby made to the Building Department for the Issuance of an Accessory/Garage 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.*

<b>OFFICE USE ONLY</b>	
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

**Classification of Work:**

New Construction                       Alteration  
 Accessory Structure                       Detached Garage                       Attached Garage

**Do you have:**     Septic                       Sewer

<p><b>If you are building a garage:</b> (Not more than three stalls for the parking or storage of private automobiles.)</p> <p>Is there an existing garage?    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>If yes, size of existing garage: _____</p>	<p><b>If you are building an accessory structure:</b> Total habitable floor area of an existing principal structure (see §270-138C):</p> <p>Square feet _____ x 15% = _____</p>
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**Framing Type:**     Wood     Metal     Masonry     Other

**Setbacks:**

Side Yard:                      Existing \_\_\_\_\_                      Proposed \_\_\_\_\_

Rear Yard:                      Existing \_\_\_\_\_                      Proposed \_\_\_\_\_

*Septic System: Septic tank, Drywell/Leachfields - must be at least 10 feet*

**Description of Construction**

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_