

**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              |                    |                                  |               |
| 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 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.**



**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  
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**

*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 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.*

|  |
|--|
| <b>OFFICE USE ONLY</b>   |
| Application _____  |
| Approved: <input type="checkbox"/> Disapproved: <input type="checkbox"/> |
| Cost of Permit: \$ _____   |
| INITIALS _____   |

|   |   |
|---|---|
| <b>COST OF CONSTRUCTION:</b>  | <b>\$\$\$</b>   |
| 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<br><b>(must be included with Application)</b> |
| <b>Classification of Work:</b><br><input type="checkbox"/> <b>New Construction</b> <input type="checkbox"/> <b>Alteration</b> <input type="checkbox"/> <b>Repair</b> <input type="checkbox"/> <b>Demolition</b> <input type="checkbox"/> <b>Deck</b> <input type="checkbox"/> <b>Handicap Ramp</b><br><input type="checkbox"/> <b>Above Ground Pool</b> <input type="checkbox"/> <b>Inground Pool w/Fence</b> (Pool requires that the barrier shall comply with NYS Code Appendix G – Septic Tank, Drywell/Leachfields must be at least 10 Feet)<br><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<br><input type="checkbox"/> <b>Attached Garage</b> <input type="checkbox"/> <b>Detached Garage</b> (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: _____)<br><input type="checkbox"/> <b>Accessory Building</b> (If you are building an accessory structure – Total habitable floor area of an existing principal structure (See Sec. 270-138C) Square Feet _____ x 15% _____)<br><input type="checkbox"/> <b>Fence – Height of Fence</b> _____ <b>Type of Fence</b> _____<br><input type="checkbox"/> <b>Other</b> (Describe) _____ |   |
| <b>Do you have:</b> _____ 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 _____   |   |
| <b>Setbacks:</b><br>Front Yard:      Existing _____      Proposed _____<br>Side Yard:      Existing _____      Proposed _____<br>Rear Yard:      Existing _____      Proposed _____<br>Septic System Separation distances from dwelling: Septic Tank 10' Field/pit 20'  |   |
| Description of Construction:  |   |

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