

**TOWN OF ROTTERDAM  
COMMERCIAL & MULTIPLE DWELLING  
BUILDING PERMIT APPLICATION  
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.**

XX

**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 without 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



## **FEE SCHEDULE**

### Non-Residential Buildings and Additions

- |  |       |
|--|-------|
| A. The first 1,000 square feet                           | \$200 |
| B. Each additional square feet<br>over 1,000 square feet | \$.25 |

### Alterations and Repairs

- |                                 |  |
|---------------------------------|--|
| A. Construction cost to \$1,000 | \$25   |
| B. Construction over \$1,000    | \$25 + \$12/per each additional full<br>\$1,000 of const. cost |

### Accessory Buildings and Structures

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

## 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.*

<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
Classification of Work:	
_____ New Construction      _____ Alteration      _____ Repair      _____ Demolition _____ Accessory Building      _____ Other (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__	
Setbacks:	
Front Yard:	Existing _____ Proposed _____
Side Yard:	Existing _____ Proposed _____
Rear Yard:	Existing _____ Proposed _____
Description of Construction	

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

