

**TOWN OF ROTTERDAM BUILDING DEPARTMENT  
HANDICAP RAMP BUILDING PERMIT APPLICATION**

Needed to Obtain a Handicap Ramp Building Permit:

1. Building Permit Application to be filled out and left with required items for Building Department Review.
2. Set of structural drawings showing details of proposed project.
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 and location of electrical service must also be shown.
4. Current copy of Liability and Worker’s Compensation Insurance Certificates (C105.2 , U26.3, CE-200)  
**No insurance “on file “**
5. Must conform with the Code of New York State - No Exceptions!
6. No building or structure shall be begun, extended, structurally altered, or moved, nor shall any excavation be commenced, nor shall the use of an existing facility or land be changed until a building permit or grading/site preparation permit has been issued by the Building Inspector or Code Enforcement Officer.



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). 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. Do not mail or submit checks with permit application.

Permits must be visibly posted on the property during construction.

Contractor or owner **MUST** notify the Building Inspector at least 24 Hours in advance when work is ready for t inspections



Needed for Certificate of Compliance:

Satisfactory completion of all required inspections.

## HANDICAP RAMP PERMIT APPLICATION

*Application is hereby made to the Building Department for the Issuance of a Handicap Ramp 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>
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.:	
Email Address:	
Applicant:	
Applicant Address:	
Applicant Phone No.:	
Email Address:	
Contractor:	
Contractor Address:	
Contractor Phone No.:	
Email Address:	
Type Of Construction:	
_____ New Construction	
Setbacks:	
Front Yard:      Existing _____      Proposed _____	
Side Yard:        Existing _____      Proposed _____	
Rear Yard:        Existing _____      Proposed _____	
Description of Construction	

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

