

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



**Permit Process:**

Complete and Submit the following to the Building Department for review and approval:

- Completed Application
- Site Plan (per ITEMS REQUIRED TO OBTAIN PERMIT)
- Insurance Certificates

NOTE: Plan review and approval may take up to 20 business days. This is dependent on number of projects under review. Incomplete applications and missing required information will delay the review process.

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

When the permit application is approved, the applicant will be contacted. The permit must be picked up, signed for and paid for at Town Hall by either the Property Owner, Applicant or Contractor. The Town only accepts payments by cash or check.

**Permits must be posted on the property during construction and be visible from the street.**



**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, Air Leakage and penetrations sealed (As per NYS Energy Code)

Insulation Inspection of exterior walls, exposed ceilings, and attic complete before interior finishing.

Final Inspection, exterior and interior complete, plumbing complete, final electric inspection.

**Electrical Inspections are performed by third party inspectors. Electrical inspections confirm work is in compliance with the National Electric Code, NYS Building Code and electrical utility specifications that may supersede portions of the aforementioned codes. 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)
N.Y. Atlantic-Inland, Inc. (518-857-6235 or 607-753-7118)	Commonwealth Electrical Inspection Service, Inc. (518) 755-0324

**You must have all electrical inspections performed, as needed, before approval to proceed.**

Revised ~~12/21~~, 02/2023

## **Items Needed to Obtain Permit:**

1. Building Permit Application, and/or residential plumbing permit application, as applicable, to be filled out and the following supporting documents provided for Building Department Review:

**Three (3) complete sets of the site plans <sup>(1)</sup>**

Site plan must have the following:

- Show side, rear, and front setbacks from project to property line, septic, utilities, proposed or existing, to the site, etc.
- Utilities (proposed or existing) <sup>(2)</sup>
- Boundaries
- Proposed or existing location of septic system
- Wells
- Accessory structure(s)
- Project location

**Site plan must be signed and stamped by a NYS Design Professional**

**Two (2) complete sets of specifications <sup>(1)</sup>**

NOTE:

- (1) Specifications and diagrams must adequately describe the nature of the work to be performed, material and equipment to be used/installed and details of structural, mechanical, electrical, plumbing and HVAC system.
- (2) This includes type and size of pipe and location of electrical service.

2. Current copy of Liability and Worker's Compensation Insurance Certificates (**C105.2, U26.3, CE-200**)  
**Insurance is not kept "on file" new permit = current insurance copy**
3. All work must conform with the Building Code of New York State - **No Exceptions!**
4. Certified Schenectady County Health Department or Town Approval is required for new Septic systems.
5. Completion of Town of Rotterdam "Well Regulation Form" and Certification by approved Laboratory of water is required for private wells.
6. 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.**

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**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**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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.**

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**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.:	
Property Owner email:	
Applicant:	
Applicant Address:	
Applicant Phone No.:	
Applicant email:	
Contractor:	
Contractor Address:	
Contractor Phone No.:	
Contractor Insurance:	Liability                      Workers Compensation
Contractor Email :	

**Classification of Work:**    New Construction:     Addition:     Alteration:

**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. <b>CANNOT EXCEED 900SQFT</b>) Is there an existing garage?    yes    no If yes, size of existing garage: _____</p>	<p><b>If you are building an accessory structure:</b> Limited to 15% of total habitable space (see §270-138C): Habitable space X 15% Square feet _____ x 15% = _____</p>
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<b>Framing Type:</b>	Wood	Metal	Masonry	Other
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**Setbacks:**    (*Septic System: Septic tank, Drywell/Leachfields - must be at least 10 feet*)

Side Yard	Existing:	Proposed:
Rear Yard	Existing:	Proposed:

<b>Description of Construction</b>

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