

Town of Rotterdam Building Department

1100 Sunrise Blvd., Schenectady, NY 12306

www.rotterdamny.org

Phone: (518) 355-7575 Ext. 395 Fax: (518) 355-2725

Informational Handout

Building Department Personnel:

- ❖ Building Inspectors – James Keith Ext 340, Nate Craig Ext 362, Jeff Briere Ext 356,
- ❖ Lloyd Denny Ext. 330
- ❖ Zoning Officer – Joanne Schillaci Ext 332

Building Permits: Required for many building projects, including but not limited to:

New construction	Structural changes/Repair	Decks / Fences / Sheds
Additions/Alteration Accessory	Finished basements	3 rd Party Electrical Permit
Demolition/Structures	Plumbing (including underground sprinkling systems)	Pools (installation or removal of above or in-ground)

A building permit is also required as a first step for the filing of Site Plan Approvals (approved by the Planning Commission) and Variances (approved by the Zoning Board of Appeals).

The New York Building Code is available for purchase by contacting International Code Council (ICC) at (800) 786-4452 or at their website at <http://www.iccsafe.org> or www.dos.state.ny.us.codes.com

Proof of Insurance: Contractors must have proof of liability and worker's compensation insurance or approved waiver on file with the Building Department. You may perform the work yourself with an affidavit of insurance exemption. CE-200 Form, instructions found on the town website, www.rotterdamny.org.

It is required that before digging, call Dig Safely New York (www.digsafelynewyork.com) excavation notification center at 1-800-962-7962 to locate utilities. All utilities (gas, electric, phone, cable TV, etc) will be located free of charge.

General Inspections Required:

- When initial excavation has been completed and installation of footing forms is complete with reinforced steel in place
- When foundation has been formed, with reinforced steel in place *before* concrete is poured into forms
- *Before* backfilling of foundation, Damp-proofing and Bracing in place
- Rough plumbing completed, Rough heating and Ventilation
- Rough electrical inspected
- Framing inspection, all structural elements installed, roofing, windows, doors, receipt by Building Department of Truss Certification
- Insulation inspection of exterior walls, exposed ceilings and attic complete before interior finishing
- Final inspection, exterior and interior complete & Final Electric complete, As Built Drawings

NOTE: For new construction, approval of the foundation location must be provided to the Building Department *prior* to framing.

Electrical Inspections: Electrical work performed in the Town requires a separate electrical permit. To schedule an electrical inspection, call any of the following:

Middle Dept. Inspection Agency (518) 273-0861	Commonwealth Electrical Inspection Service, Inc. (518) 755-0324
The Inspector, LLC (518) 481-5300, N.Y. Atlantic-Inland, Inc. (518) 857-6235 or (607) 753-7118	

Inspection Times and Procedures: To schedule a building inspection, please call the Building Department at (518) 355-7575 ext. 395. Exact times for inspections cannot be guaranteed, however we will effort to be on time. We require 24-hour notice for inspections but will do what we can to accommodate you.

Please note: Sewer inspections are completed by the Department of Public Works (518) 355-7575 Ext. 395.

Conversion of Multiple-Family and/or Two-Family to Single Family Home: To eliminate a dwelling unit from a structure you must first obtain a building permit, the conversion requires removal of the kitchen sink and all applicable plumbing, including supply lines (drain, waste and vents), cooking appliance(s), separate electrical/gas/water meters and separate entrance are necessary.