

**TOWN OF ROTTERDAM  
COMMERCIAL & MULTIPLE DWELLING BUILDING PERMIT APPLICATION  
518-355-7575 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 and a PDF on a flash drive** 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.
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. (C105.2, U26.3, CE-200) **No insurance is kept on "file "**
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.**

### **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 **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. 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 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, Northeast Electrical Inspections, LLC (518-852-0826 or 518-866-1663). You must have all electrical inspections performed, as needed, before approval to proceed.**

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

Final Inspection, exterior and interior complete, plumbing complete, final electric complete, fire suppression system/certification (if applicable) Fire alarm certification and test elevator certification (if applicable) Truss identification

Signage in place (as per F.C. Table 1-264) NFPA compliance sheets for sprinkler systems (if applicable) Fire Department Connection Labeled, Knox box in place, Site Plan Compliance, SWPP N.O.T.

**Needed for Certificate of Occupancy or Certificate of Compliance:**

1. Satisfactory completion of all required inspections.
2. Final stamped As-Built Site Plan Drawing and PDF (Portable Document Format) file 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.

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**

*"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.**

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

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

**TOWN OF ROTTERDAM 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.:	
Email Address:	
Applicant:	
Applicant Address:	
Applicant Phone No.:	
Email Address:	
Contractor:	
Contractor Address:	
Contractor Phone No.:	
Email Address:	
Contractor Insurance:	Liability          Workers Compensation <b>(submit with application)</b>
Classification of Work:	
_____ New Construction          _____ Alteration          _____ Repair          _____ Demolition	
_____ Accessory Building          _____ Other (Describe) _____	
<b>Do you have:</b> _____ Septic          _____ Sewer	
Setbacks:	
Front Yard:          Existing _____          Proposed _____	
Side Yard:          Existing _____          Proposed _____	
Rear Yard:          Existing _____          Proposed _____	
Description of Construction	

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