

**TOWN OF ROTTERDAM  
RESIDENTIAL BUILDING PERMIT APPLICATION  
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.

**The Building Department does not provide electrical inspections, we perform the final approval of a project. 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.**



**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 (3) 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 **we doo not keep insurance on file , new permit =new insurance certificates**
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.**



## **Building Set-Back and Minimum Lot Size Requirements**

### **A-1 – Agricultural Zone**

- A. Front yard depth shall be 25 feet.
- B. Side yard width shall be 15 feet.
- C. Rear yard depth shall be not less than 25 feet.
  - (1) For buildings exceeding three stories in height, 1/2 of the additional height shall be added to the minimum depth of 25 feet, except that a private garage may be built five feet from the rear and side property lines.
- D. Front property line: a minimum of 150 feet.
- E. The minimum lot area required for each principal use is one acre.

### **R-1 – One Family Residential District**

- A. Front yard depth shall be 25 feet or a depth of not less than 1/2 the total setback depths of the dwellings on properties which adjoin on each side, provided that both of such dwellings are set back less than 25 feet.
- B. Side yard width shall be not less than 10 feet.
- C. Rear yard depth shall be not less than 25 feet, except that a garage may be built five feet from the rear and side property lines.
- D. The required minimum lot area shall be not less than 15,000 square feet, with a lot width of not less than 100 feet.
- E. The New York State Public Health Law governing realty subdivisions requires a minimum lot size of 20,000 square feet for every residential lot or parcel served by individual water and sewage disposal systems and located in a realty subdivision, as defined by Public Health Law, Article 11, Title II, entitled "Realty Subdivisions: Water Supply." Such stricter minimum lot size shall be imposed where applicable.

### **R-2 – Two Family Residential District**

- A. Front yard depth shall be 30 feet.
- B. Side yard width shall be not less than 10 feet.
- C. Rear yard depth shall be not less than 25 feet. For buildings exceeding three stories in height, 1/2 of the additional height shall be added to the minimum depth of 25 feet, except that a private garage may be built five feet from the rear and side property line.
- D. The required minimum lot area shall be the same as for the R-1 District, except that residential buildings or structures with more than four bedrooms shall increase the total lot area by a minimum of 3,000 square feet for each additional bedroom over four, with a lot width of not less than 100 feet. Hospitals and similar uses shall require two acres.

### **R-3 – Multi-Family Residential District**

- A. Front yard depth shall be 30 feet.
- B. Side yard width shall be not less than 20 feet.
- C. Rear yard depth shall be not less than 25 feet, except that a private garage may be built five feet from the rear and side property line.
- D. Increased yard depth. In reviewing every multiple-family project development plan, the Planning Board shall consider the yards and proposed screening of parking, common open space and buildings and may require provision of a yard depth up to twice the applicable yard requirements listed above, where such greater yard depth is necessary to preserve neighborhood character and property values.
- E. The minimum total lot area shall be 20,000 square feet, except that buildings or structures with more than four bedrooms shall increase the total lot area by a minimum of 3,000 square feet for each additional bedroom over four, with a minimum lot width of 100 feet

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**

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 PERMIT APPLICATION

*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.*

**OFFICE USE ONLY**

Application \_\_\_\_\_

Approved:  Disapproved:

  

Cost of Permit: \$ \_\_\_\_\_

INITIALS \_\_\_\_\_

<b>COST OF CONSTRUCTION:</b>	<b>\$\$\$</b>
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.:	
Email :	
Contractor Insurance:	Liability      Workers Compensation (must be included with Application)
<b>Classification of Work:</b> <input type="checkbox"/> <b>New Construction</b> <input type="checkbox"/> <b>Alteration</b> <input type="checkbox"/> <b>Repair</b> <input type="checkbox"/> <b>Demolition</b> <input type="checkbox"/> <b>Deck</b> <input type="checkbox"/> <b>Handicap Ramp</b> <input type="checkbox"/> <b>Attached Garage</b> (Is there an existing garage: <input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes, the size of the existing garage: _____) <input type="checkbox"/> <b>Other</b> (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	
<b>Setbacks:</b> Front Yard:      Existing _____      Proposed _____ Side Yard:      Existing _____      Proposed _____ Rear Yard:      Existing _____      Proposed _____ Septic System Separation distances from dwelling: Septic Tank 10' Field/pit 20'	
Description of Construction	

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