



TOWN OF NISKAYUNA SINGLE FAMILY BUILDING PERMIT - SUBMITTAL REQUIREMENTS

One Niskayuna Circle
Niskayuna, New York 12309
518-386-4522 Fax 518-386-4592

The following items are to be provided in order to properly apply for a building permit. Plans and application will not be reviewed until all information is complete. Additional information or materials may be required by the Building Department to complete a full review. Residential alterations, additions, and remodeling projects may not require all drawings and submittals listed. You may wish to discuss the specifics of your project with the Building Department staff before submitting an application.

DOCUMENTS AND INFORMATION TO BE SUBMITTED

1. Completed Building and Zoning permit application
 - a. Address of property and complete description of work.
 - b. Estimated value of work.
 - c. Name, address, and phone number of applicant, contractor, and owner.
 - d. Insurance compliance information checked (see below).
 - e. Back of application signed, signature notarized if application is made by other than property owner.
2. Accurate Insurance information
 - a. Contractors must provide general liability insurance identifying the Town of Niskayuna as the certificate holder.
 - b. Contractors must provide proof of workers' compensation and disability benefits coverage or approved waivers therefrom. Only those documents listed on the Building and Zoning permit application will be accepted.
 - c. Homeowners of an owner-occupied residence, performing their own work or acting as their own general contractor may submit the appropriately notarized waiver form. Forms are available in Building Department.
3. Proposed Grading/Plot plan prepared by a registered architect, engineer, or land surveyor with the following information:
 - a. Proposed grading contours, spot elevations, lot elevations, building elevations, and foundation type in general conformance with the subdivision grading plan or information that validates any differences.
 - b. Proposed garage finished floor elevation
 - c. Proposed driveway grade
 - d. Complete building information including cantilevers, bay windows, decks, and porches with all portions of the building accurately dimensioned.
 - e. Proposed setback dimensions from building to adjacent property lines.
 - f. Existing spot elevations at areas such as lot corners, curbs, lowest ground adjacent to the building, high points, drainage swales, or adjacent buildings.
 - g. Locations and elevations (rims and inverts) of all drainage structures and pipes on or near the property.
 - h. Drainage arrows.
 - i. High water elevations of adjacent ponds, wetlands, or other water features.
 - j. Roads, right-of-ways, sidewalks, easements, wetlands, and drainage ways abutting or within the property.
 - k. Property address.
4. Plans and Drawings (Provide three sets)
 - a. See MINIMUM PLAN REQUIREMENTS - attached
 - b. Work that is greater than twenty thousand dollars in value or that involves changes that affect the structural or public safety are required to be stamped by a registered architect or licensed professional engineer.
5. Energy Code compliance information
 - a. All new construction or renovations must show compliance with the Energy Conservation Construction Code of New York State. See information at <http://www.dos.state.ny.us/code/energycode/nyenergycode.htm>.

I. FOUNDATION PLAN - ¼" SCALE MINIMUM

- A. completely and accurately dimensioned
- B. footing sizes, reinforcement, and locations:
 - 1. exterior and interior bearing walls
 - 2. post pad footings
 - 3. porch and deck footings
 - 4. fireplace footings
- C. Foundation wall reinforcement. As an example, the minimum vertical foundation wall reinforcement for 8" poured walls at 8' height should be: #4 bar @ 40" o.c. when backfill height is 5', #5 bar @ 40" o.c. when backfill height is 6', #6 bar @ 40" o.c. when backfill height is 7', #6 bar @ 24" o.c. when backfill height is 8'.
- D. brick ledge and stepped wall locations
- E. door and window locations and sizes
- F. interior wall construction materials
- G. identify cantilevers and method of construction
- H. identify plate materials
- I. size of all beams and headers
- J. crawl space location, access size, wall insulation
- K. floor joist size, spacing, and direction
- L. identify room use by name
- M. identify unexcavated areas
- N. location of furnace, smoke detector(s), water heater, floor drain(s), sump pump, bathroom fixtures, and water meter
- O. location and size of stairs, handrails, and direction of travel
- P. Slab on grade dwellings may have drantile required at the footing level around the entire perimeter of the building, including the garage. The drantile must be connected directly to the storm sewer if available. If storm sewer is not available, a sump basket and pump is required.
- Q. Masonry foundations - identify wall thickness, reinforcement size, and location
- R. Wood foundations - require completion of "Supplement to Building Permit for Wood Foundations."

II. FLOOR PLAN(S) - ¼" SCALE MINIMUM

- A. completely and accurately dimensioned
- B. identify room use by name
- C. door and window location and sizes
- D. size of all beams and headers
- E. floor joists size, spacing, and direction
- F. rafter/truss size and spacing
- G. location of any girder trusses
- H. identify cantilevers and method of construction
- I. location and size of stairs, stoops, landings and direction of travel
- J. handrail and/or guardrail - height and spacing of stiles or rails
- K. identify garage firewall construction and self-closing fire door
- L. attic access size and location
- M. location of fireplace, type of fireplace, hearth size
- N. location of furnace flue
- O. smoke detector(s) location
- P. location of plumbing fixtures and exhaust fans
- Q. brick facing location
- R. deck and/or porch construction:
 - 1. floor joist size and spacing
 - 2. beam and header size
 - 3. rafter/truss size and spacing

III. CROSS SECTION(S) - ¼" SCALE MINIMUM (Provide necessary cross sections which are sufficiently detailed so as to indicate the location, nature and extent of the work proposed)

- A. footing size and reinforcement for exterior and interior bearing walls and pads
- B. foundation wall type, size, number of courses if block, reinforcing
- C. anchor bolt size and spacings
- D. identify plate materials
- E. identify floor joist size and spacing
- F. identify flooring material
- G. stairway: rise, run, headroom and handrail
- H. exterior wall construction: siding, sheathing (type, thickness), stud size and spacing, sill plate material type, insulation, vapor barrier, interior finish
- I. roof construction: rafter/truss size and spacing, roof sheathing, attic insulation, ceiling vapor barrier, ice build-up protection, roof ventilation, soffit/fascia material, soffit ventilation, ceiling finish
- J. ceiling heights
- K. label foundation insulation, R-value and vapor barriers
- L. basement floor thickness
- M. draintile location

IV. ELEVATIONS - ¼" OR 1/8" SCALE

- A. roof pitch
- B. roof ventilation
- C. roof overhang dimension
- D. siding material (exterior finish materials)
- E. location of doors and windows
- F. location of decks and/or porches
- G. location of cantilevers
- H. location and height of chimney
- I. location of chimney saddle
- J. location of house numbers

Complete and accurate information provided on plans submitted will expedite the plan review process. Additional information may be required as determined by the building inspector.