

## INSTRUCTIONS FOR A BUILDING PERMIT

- A. Fill out an application for a Building Permit.
- B. Have two copies of a plot plan, showing dimensions of the lot, the actual size and the location on the lot of the building to be erected, the location of the septic tank and drain field and the location of the well.
- C. One set of plans showing footing and foundations, walls, joists, windows, doors, etc. Must be submitted in a form adequate to ensure compliance with the State Building Construction Code. Plans must bear the stamp of a New York State Architect or Engineer when the floor plan is over 1,500 square feet, or if the construction exceeds \$10,000.00.
- D. A perc test to be taken before a permit is issued.
- E. If the construction is in the flood plain area, a special Building Permit must be issued by the Building Inspector before a Town Building Permit can be issued.
- F. A special water well report must be filled out and returned to the Building Inspector shortly after the well is drilled.
- G. A Certificate of Insurance must be supplied by the contractor before the permit is issued.
- H. Fees:

Floor plans up to 2,000 square feet (residential) base fee	\$ 400.00 + \$.20
additional fee of \$.20 per square foot over 2,000 sq. ft.	
Each 100 square feet over 2,000 square feet	\$ 20.00
Buildings for agricultural pursuits	\$ 100.00
Additions & Accessory Use building permit base fee	\$ 100.00 + \$.20
additional fee of \$.20 per square foot	
Swimming Pools	\$ 100.00
Improvements that don't have quantifiable floor areas, including decks & septic systems	\$ 100.00
Telecommunication Tower	\$2,000.00
Flood Plain	\$ 100.00
Commercial Buildings base fee	\$ 250.00 + \$.25
additional fee of \$.25 per square foot	
Demolition	\$ 50.00
Signs	\$ 50.00
Timber Harvest	\$ 50.00
Mobile Home - per foot	\$ .20
Certificate of Occupancy inspection	\$ 75.00

**All Permits valid for 1 year with the exception of swimming pools.  
Swimming Pool permits are valid for 6 months.**

Building Inspector Gil Albert

ALL MEETINGS BY APPOINTMENT ONLY, PLEASE CALL TO SCHEDULE

Telephone: Office (518) 695-3644 ext. 313

Cell phone: (518) 369-4595

Inspection Days: Monday – Friday. All meetings are by appointment only.

### Inspections

Footing forms before pouring, foundations before back fill, framing and plumbing together, insulations. Final inspection when all major systems are completed. The electrical system must have a complete inspection by a certified electrician and a certificate to the Building Inspector. Septic system – all boxes and pipe lines must be inspected before covered.

**Town of Saratoga Building Department**  
**12 Spring St., Schuylerville, NY**  
**Application for Building and Zoning Permit**

Lot Identification No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Date filed \_\_\_\_\_ Received by \_\_\_\_\_

The undersigned hereby makes application for a Building and Zoning Permit for the purpose and on the site described herein, and agrees that such purposes shall be undertaken in accordance with all the applicable laws, ordinances and requirements of the **Town of Saratoga**, the **County of Saratoga**, and the **State of New York**.

Name (Please Print)	Signature	Date
Address	Telephone number	E-mail Address
Address		

**Description of purposes: (Circle One)**

To: Use, erect, repair, alter, extend, remove, demolish, occupy, maintain the legal non-conforming use of a structure on land located at:

\_\_\_\_\_

at a cost of \$\_\_\_\_\_ for the following purpose(s):

\_\_\_\_\_

\_\_\_\_\_

Are there any deed restrictions, easements, or covenants which affect the proposed request and use that you are applying for?  No  Yes (explain and provide a copy of your deed)

Size of property in acres or square feet \_\_\_\_\_

Set back from front line \_\_\_\_\_

Set back from right side yard \_\_\_\_\_

Set back from left side yard \_\_\_\_\_

Set back rear line \_\_\_\_\_

District Classification \_\_\_\_\_

Floor area in square feet \_\_\_\_\_

Type of construction \_\_\_\_\_