

DEPARTMENT OF CODE ENFORCEMENT

VILLAGE OF STILLWATER, NEW YORK

662 Hudson Avenue P.O. Box 507

Stillwater NY, 12170-0507

COMMERCIAL BUILDING PERMIT APPLICATION

DO NOT FILL IN DEPARTMENT OF CODE ENFORCEMENT USE ONLY			
TAX PARCEL MAP #	BUILDING PERMIT #	ISSUE DATE	EXPIRATION DATE

1. PROPERTY OWNERS' INFORMATION

Name: _____

Address: _____

Contact Number: () Email: _____

PROPERTY OWNERS CONSENT TO CONDUCT THE CONSTRUCTION AS DESCRIBED IN THIS APPLICATION

Signature of Property Owner: _____ Date: ____/____/____

2. GENERAL CONTRACTORS' INFORMATION

Name of Company: _____

Name of Project Supervisor: _____

Address: _____

Contact Number: () Email: _____

☐ PROPERTY OWNER IS PERFORMING CONSTRUCTION

3. PROPOSED BUILDING INFORMATION

Address: _____ Tax Map #: _____

Type of Work: NEW ☐ ADDITION ☐ ALTERATION ☐ OTHER ☐ : _____

New Building (Sq.Ft.) Alteration area (Sq.Ft.) OTHER ☐

Primary Heating Source : _____ Type of Fuel: _____

A. FLOODPLAIN INFORMATION Is site in a flood plain YES ☐ NO ☐

B. WETLAND INFORMATION Is site in whole or in part in a designated wetland YES ☐ NO ☐

C. DWELLING UNITS How many dwelling unit will the building consist of: ()

D. BUILDING OCCUPANCY What is the proposed building occupancy: ()

E. FOUNDATION Peir Construction ☐ Poured Concrete ☐ Block ☐ Precast ☐

F. BASEMENT Full ☐ Partial ☐ crawl ☐ Pier ☐ Slab on grade ☐

G. DECK/PORCH Open (Sq.Ft.) ☐ Closed (Sq.Ft.) ☐ Enclosed (Sq.Ft.) ☐

H. GARAGE Attached ☐ Detached ☐ (# of cars) (Sq.Ft.) None ☐

I. UTILITIES	Electric <input type="checkbox"/>	Gas <input type="checkbox"/>	Other (<input type="checkbox"/>)
J. TRUSS CONSTRUCTION	Type: I	II	III IV V Location: Floor Roof Both None <input type="checkbox"/>
K. WATER CONNECTION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	L. SEWER CONNECTION Yes <input type="checkbox"/> No <input type="checkbox"/>
M. SPRINKLERS SYSTEM	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N. RADIO SIGNAL AMPLIFIER Yes <input type="checkbox"/> No <input type="checkbox"/>
O. DUCT WORK FIRE DAMPERS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	P. FIRE HYDRANTS Yes <input type="checkbox"/> No <input type="checkbox"/>
Q. ACCESS GATES	Yes <input type="checkbox"/>	No <input type="checkbox"/>	R. FIRE APPARTUS ACCESS ROAD Yes <input type="checkbox"/> No <input type="checkbox"/>
P. EMPLOYEE(S)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approximately how many employees (<input type="checkbox"/>)

4. BRIEF DESCRIPTION OF THE NATURE, EXTENT & SCOPE OF WORK

5. PROJECT COST DISCLOSURE

ESTIMATED CONSTRUCTION COST : _____ (Including all electrical, plumbing & HVAC)

6. CERTIFICATION

The applicant shall notify the department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued only when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of all applicable codes, and local laws. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with applicable codes, laws, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for permit. A building permit shall expire 12 months from the date of issuance or upon the issuance of a certificate of occupancy or compliance whichever comes first. The permit, upon request may be renewed for one six-month period, provided (1) the permit has not been revoked or suspended at the time the renewal application is made; (2) the relevant information in the application is up to date; and (3) any additional renewal fees are paid. I hereby certify that I have read the instructions and examined this application and know the same to be true and correct, all provisions of the codes and laws covering this work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name of Applicant: _____
Date: ____/____/____

Signature of Applicant: _____
Property Owner or Representative

THIS APPLICATION MUST BE ACCOMPANIED BY ALL CONSTRUCTION DOCUMENTS, INSURANCE AND WORKER COMPENSATION FORMS, AND MATERIAL MANUFACTURER INSTALLATION INSTRUCTIONS

7. VALIDATION

This application is hereby Approved / Denied for the construction or alteration(s) of a building and or accessory structure as set forth above.

Reason for denial of permit: _____

Special conditions: _____

Date:
Permit #:
Expires:
CEO:

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COMMERCIAL BUILDING PERMIT APPLICATION

CHECKLIST

Application is completely fill out, signed, and dated	
All construction documents have been included	
Truss construction form is filled out (where applicable)	
All liability insurance documents have been included (naming the Village of Stillwater, Village Hall 662 Hudson Avenue Stillwater NY 12170 as the certificate holder)	
All worker compensation documents have been included	
All material manufacturer installation instructions have been included	
7 hard copies and one media copy of application and documents	

Once all boxes have been checked, the residential building permit application is ready to be submitted. The application needs to be submitted to the Village Clerks office.

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REQUIRED CONSTRUCTION DOCUMENTS

- 1. Site Plan** - A plan (map) drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances (including lighting) on the site; distances from lot lines; the established street grades and the proposed finished grades; and, as applicable, flood hazard areas, floodways, and design flood elevations.
- 2. Building Plans** - Plans showing the location, nature, extent, and scope of the proposed work; proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building; structural information including but not limited to braced wall designs; the size, section, and relative locations of structural members; design loads; and other pertinent structural information; a representation of the building thermal envelope; the location, construction, size, and character of all portions of the means of egress, Insulation materials and their R-values, Fenestration U-factors, and solar heat gain coefficients (SHGCs), area-weighted U-factor and solar heat gain coefficient (SHGC) calculations, mechanical and service water heating systems and equipment types, sizes and efficiencies, economizer description, equipment and system controls, fan motor horsepower (hp) and controls, duct sealing, duct and pipe insulation and location, lighting fixture schedule with wattage and control narrative, location of daylight zones on floor plans, air sealing details and showing that the proposed work will conform to the applicable provisions of the Codes and design criteria as set by the Village of Stillwater, Department of Code Enforcement.
- 2A.** For buildings and structures located in whole or in part in flood hazard areas as established by Residential Code Of New York State, Table R301.2(1), construction documents shall include:
 1. Delineation of flood hazard areas, floodway boundaries and flood zones and the design flood elevation, as appropriate.
 2. The elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO Zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade.
 3. The elevation of the bottom of the lowest horizontal structural member in coastal high-hazard areas (V Zones) and in Coastal A Zones where such zones are delineated on flood hazard maps identified in Table R301.2(1) or otherwise delineated by the jurisdiction.
 4. If design flood elevations are not included on the community's Flood Insurance Rate Map (FIRM), the building official and the applicant shall obtain and reasonably utilize any design flood elevation and floodway data available from other sources.
- 3. Energy code compliance** - a written and signed statement indicating compliance with the Energy Code.
- 4. Truss ID Signage** - A written and signed statement indicating what type and location of any trusses.
- 5.** Evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in

accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in anyway, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number.

6. A written statement when plans or specifications bear the seal and signature of a registered design professional, such registered design professional shall also include a written statement that to the best of his or her knowledge, belief and professional judgment, such plans or specifications are in compliance with the Energy Code.
7. Include any other information and documentation that the authority having jurisdiction may deem necessary to allow the authority having jurisdiction to determine that the proposed work conforms to the Codes.
8. Include the State Environmental Quality Review Acts (SEQRA), Environmental Assessment Form (EAF) as required with new construction.

ACCESSORY STRUCTURE(S) & DECK(S)

For accessory structures (sheds, pools, splash pads, etc.) & decks, a Plot Plan will suffice in place of a Site Plan. Only proposed structural and other service systems being installed need to be included for a Building Plan.

PLOT PLAN: plan (map) showing the boundaries of a parcel and all structures and important physical features on it, drawn to scale with accurate dimensions.

CONTACT NUMBERS

INSPECTION APPOINTMENTS (DEPARTMENT OF CODE ENFORCEMENT) – 518.522.5187

DEPARTMENT OF PUBLIC WORKS (MATT RIFENBURGH, FOREMAN) – 518.664.7781 OR 518.301.8955

DEPARTMENT OF HEALTH (WELL WATER & SEPTIC SYSTEMS) – 518.402.7500

ARMY CORP OF ENGINEERS (WETLANDS) – 518.270.0589

APPROVED ELECTRICAL INSPECTORS

Commonwealth Electrical Inspection Service Inc. – 518.238.2229
4 Westview Rd. Troy, NY 12182

Middle Department Inspection Agency – 518.273.0861
1741 Route 9 Clifton Park, NY 12065

New York AtlanOc-Inland, Inc. (Stan Matyka) – 518.692.9295 (cell) 518.796.5076 (office) 607.753.7118
997 McLean Rd. Cortland, NY 13045

The Inspector, LLC – 518.481.5300
5390 State Route 11 Burke, NY 12917

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REQUIRED WORKER COMPENSATION DOCUMENTS

Workers' Compensation Insurance Requirements

Businesses requesting permits, licenses, or contracts from a state or municipal entity must provide **ONE** of the following:

- **Certificate of Workers' Compensation Insurance (C-105.2)** The business' insurance carrier will send this form to the government entity upon request. **Please note:** The State Insurance Fund provides its own version of this form, the *U-26.3*; or
- **Certificate of Worker's Compensation Self-Insurance (SI-12)** Businesses that are self-insured in NYS for workers' compensation insurance should call the Workers' Compensation Board's Self-Insurance Office at (518) 402-0247 to obtain this form; or
- **Certificate of Group Worker's Compensation Self-Insurance (SIG-105.2)** The business' Group Self- Insurance Administrator will send this form to the government entity upon request; or
- **Certificate of Attestation of Exemption (CE-200)** *The Certificate of Attestation of Exemption (CE-200)* must only be used to show a government agency that the business is not required to obtain New York State workers' compensation and/or disability and Paid Family Leave benefits insurance. *Form CE-200* may not be used to "prove exemption" from workers' compensation and/or disability and Paid Family Leave benefits insurance to another business or that business's insurance carrier.

Please note: *Certificate of Attestation of Exemption (CE-200)* may be filed by **out-of-state employers** for a NYS workers' compensation exemption only if all work for the permit, license or contract is done outside of New York and no employees of the out-of-state business work in the state.

Disability and Paid Family Leave Benefits Insurance Requirements

Businesses requesting permits, licenses, or contracts from a state or municipal entity must provide **ONE** of the following:

- **Certificate of NYS Disability and Paid Family Leave Benefits Insurance (Form DB-120.1)** The business' statutory disability and Paid Family Leave benefits carrier will send this form to the government entity upon request.
- **Certificate of NYS Disability and Paid Family Leave Benefits Self-Insurance (Form DB-155)** Businesses that are self-insured in New York State for disability and/or Paid Family Leave benefits insurance should call the Workers' Compensation Board's Self-Insurance Office at (518) 402-0247 to obtain this form.
- **Certificate of Attestation of Exemption (CE-200)** To be eligible for a disability and Paid Family Leave benefits exemption using *Certificate of Attestation of Exemption (Form CE-200)*, an employer **must not** have one or more persons in employment on each of at least 30 days in a calendar year in New York State.

(Independent contractors are not considered to be employees under the Disability and Paid Family Leave Benefits Law.)

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PLOT PLAN SUBMISSION FOR A BUILDING PERMIT

ADDRESS:	TAX PARCEL ID #:
REQUIRED ELEMENTS OF A PLOT PLAN	
*Proposed Building Foot Print/ Dimensions *Lot Dimension/Distance From Structure to Property Line *Lot Width At Building Line *Utility Layout/Locations * Driveway Access? Road Cut Location *Wet Features Including Ponds , Streams, or other Water Courses *Septic Location (Distance to well) * Well Location (Distance To All Septic Components) *Area of Excessive Grades (Over 8%) * Foot Print location Of Existing Structures *Army Corp Of Engineers/ DEC Protected Wetlands	
CHECK SCALE TO BE USED: 1=1 Foot 1=5 Feet 1=10 Feet	
<div style="background-color: #f0f0f0; border: 1px solid black; width: 100%; height: 100%; position: relative;"> <!-- Grid lines --> </div>	
The information provided to the Village of Stillwater and delineated on the plot plan is accurate and all details applicable to my project have been presented to the best of my knowledge.	
NAME:	SIGNATURE:
DATE: / /	
DEPARTMENT OF CODE ENFORCEMENT USE ONLY	
PLOT PLAN: ACCEPTED / DENIED DATE: / / CEO: _____	



BUREAU OF FIRE SERVICES

VILLAGE OF STILLWATER, NEW YORK

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NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION FOR RESIDENTIAL STRUCTURES PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

ADDRESS:	
TAX PARCEL MAP ID #:	
OWNER:	
AUTHORIZED REPRESENTATIVE:	

Please take notice that the (check applicable line):	
<input type="checkbox"/>	The new residential structure to be constructed at the subject property referenced above will utilize:
<input type="checkbox"/>	The new residential structure addition to be constructed at the subject property referenced above will utilize:
<input type="checkbox"/>	The existing residential structure rehabilitation to be constructed or performed at the subject property referenced above will utilize:

(Check each applicable section):					
<input type="checkbox"/>	Truss type construction (TT)	<input type="checkbox"/>	Pre-engineered wood construction (PW)	<input type="checkbox"/>	Timber construction (TC)
In the following location(s) (check applicable):					
<input type="checkbox"/>	Floor framing, including girders and beams (F)	<input type="checkbox"/>	Floor and roof framing (FR)		
<input type="checkbox"/>	Roof framing (R)				

NAME OF PERSON SUBMITTING FORM (PLEASE PRINT)				DATE	
SIGNATURE:					
		OWNER:		OWNER'S REPRESENTATIVE:	