

One & Two Family Dwelling / Building Application Submittal Checklist

- 1. Complete Building Permit Application. (All portions completed)
- 2. Proof of insurance coverage. (Workman's Compensation & NYS Disability Coverage.)
- 3. Site plans or instrument survey showing the location of proposed improvements. Include grading, setbacks, elevations, Structures, driveways, and easements.
 - A. If a septic system is proposed, a site plan bearing the seal and signature of a NYS Registered Design Professional is required.
- 4. Proof of compliance with NYS Energy Conservation Construction Code.
 - A. Rescheck Reports must include the seal and signature of a NYS Registered Design Professional.
Include - Project Location. (Subdivision Lot # or Street Address) Correct Code and County used for Rescheck. Rescheck inspection checklist.
- 5. Proof of ownership if title of the property has recently transferred, or a letter of consent from the property owner of record authorizing you to obtain a building permit on behalf of the owner. Property also needs to be clear of violations.
- 6. (2) Sets of **complete** site specific plans by a Licensed Professional Engineer if over \$10,000. Licensed Architect if cost is over \$20,000 are needed. Plans should be in sufficient detail so that the structure could be built strictly from the building plans. As required by NYS Education Law, plans shall include the seal and signature of a NYS Registered Design Professional.
 - A. Foundation plans must specify the type of foundation wall to be constructed and included compliance details as per NYSRC Section R404 and applicable tables.
 - B. Are plans in sufficient detail? (Shows all proposed construction, dimensions, spans, attachments, locations, etc.)
 - C. Has a specification sheet been attached detailing items not shown on plans? (smoke and co. alarms, stair, railing, and guard details, material types and strength.)
 - D. Have details on any fire rated assemblies or construction been provided? (Fire separations)
- 7. Site soil conditions per NYSRC Table R405.1. A qualified individual must make this determination.
- 8. Window data showing egress width, height, clear opening sq. ft., and total glazed area.
- 9. Fireplace / stove / room heater specification including installation instructions.
- 10. A detail of HVAC equipment and specifications.
- 11. Will a gas fireplace or other type of heating unit be installed? Please provide a specification and installation manual for the unit.
- 12. Truss design drawings including the seal and signature of a NYS Registered Design Professional. (Please include bracing detail)
- 13. If a municipal water supply is not available include a well drillers certificate / potability analysis.

APPLICATIONS WHICH ARE MISSING REQUIRED SUBMITTALS, OR ARE INCOMPLETE CANNOT BE REVIEWED OR PROCESSED.