

ADDITION - RESIDENTIAL

Permit Requirements:

A. Building Permit Application:

- 1) Submit completed building permit application.
- 2) Submit **TWO HARD COPIES** of survey/site plan showing the proposed addition, property lines, setbacks, existing structures, utilities/easements, and septic/well locations when applicable.
- 3) Submit **TWO HARD COPIES** of complete construction plans showing **EXISTING** and **PROPOSED** floor plans, elevations, footings, foundation, framing, plumbing, mechanical, electrical, roof, stairs, room uses, dimensions, windows/doors schedule, and structural details.
- 4) Submit Energy Code documentation and equipment/product specifications when applicable.
- 5) Plans prepared by a New York State licensed design professional may be required depending on the scope of work.
- 6) Submit **ONE DIGITAL COPY** of all plans and supporting documents.
- 7) Submit insurances from company performing the work (Liability, NYS Workman's Comp and NYS Disability).
- 8) Digital copies required.

B. Inspections Required:

- 1) Footings - **before filling with concrete.**
- 2) Foundation – **before backfill.**
- 3) Framing - **before concealment.**
- 4) Rough plumbing.
- 5) Mechanical.
- 6) Rough Electrical.
- 7) Insulation/Energy.
- 8) Sheetrock.
- 9) Final Electrical – **third party inspection.**
- 10) Final Inspection for Certificate of Compliance **after installation complete & electrical inspection done (if required).**

All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit.

Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

It is **YOUR** responsibility to call for a **FINAL INSPECTION** by the Building Inspector in order to receive the CO.

PLEASE NOTE: BUILDING PERMITS EXPIRE **ONE YEAR** FROM DATE OF ISSUE

IMPORTANT

These are minimum submission requirements. Additional plans, details, approvals or documentation may be required based on the scope of work and conditions of the property.