

INTERIOR ALTERATIONS – RESIDENTIAL

Permit Requirements:

A. Building Permit Application:

- 1) Submit completed building permit application.
- 2) Submit **TWO HARD COPIES of plans** showing the proposed work. Plans shall include, as applicable: **EXISTING** floor plan, **PROPOSED** floor plan, room names and uses, dimensions of rooms and work areas, walls to be removed, added, or relocated, location and sizes of doors and windows, location of stairs, landings, guards, and handrails, location of plumbing fixtures, location of electrical work, location of heating, ventilation, and mechanical equipment, smoke alarms and carbon monoxide alarms. Plans shall be clear, legible, dimensioned, and drawn to an appropriate scale.
- 3) Submit insurances from company performing the work (Liability, NYS Workman's Comp and NYS Disability.)
- 4) Submit **ONE DIGITAL COPY**.

B. Inspections Required:

Inspections may include:

- 1) **Framing / Structural Inspection** – Before framing or structural work is concealed.
- 2) **Electrical Inspection** – Electrical work shall be inspected by an approved third-party electrical inspector when required.
- 3) **Plumbing Inspection** – Before plumbing work is concealed, when applicable.
- 4) **Mechanical Inspection** – When heating, ventilation, or mechanical systems are installed or altered.
- 5) **Insulation / Energy Inspection** – Before insulation is concealed, when applicable.
- 6) **Fire Protection Inspection** – Smoke alarms, carbon monoxide alarms, fireblocking, and other required fire protection features.
- 7) **Final Electric**- Performed by a third part inspector.
- 8) **FINAL INSPECTION** – After all permitted work has been completed.

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 schedule all required inspections and to call for a **FINAL INSPECTION** in order to receive the required Certificate of Compliance or Certificate of Occupancy.

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.