



Town of Queensbury
742 Bay Road, Queensbury, NY 12804
P: 518-761-8256 www.queensbury.net

ADDITION/ALTERATION

Submission Requirements:

(RESIDENTIAL AND COMMERCIAL)

1. Completed Addition/Alteration permit application (please print neatly or type) – **ONE COPY**
2. Workers Compensation insurance information for **ALL** contractors involved in the project – this is **REQUIRED EVEN FOR SOLE PROPRIETORS** (To obtain a CE-200 Exemption please visit: <https://www.businessexpress.ny.gov/>)

THREE (3) COPIES [1 pdf & 2 paper (min. 11" x 17") OR 3 paper (min. 11" x 17")] **OF THE FOLLOWING:**

3. Structural drawings (which may include, if they are applicable):
 - a. Signed & sealed architect or engineer stamp **IF** the cost of construction is over \$20,000
 - b. Floor plan
 - c. Foundation plan
 - d. Cross sections
 - e. Elevations
 - f. Windows & door schedules—printed on the drawings is acceptable
 - g. Calculation sheet for natural light, ventilation & emergency egress— printed on the drawings is acceptable
4. Plot plan, using a survey map, if possible, which includes:
 - a. Drawn to scale (i.e. 1 inch = 30 feet)
 - b. Indicate the proposed changes with setbacks to the property lines
 - c. Include **all** structures on the property
 - d. Include the location of water supply (well or water lines)
 - e. Include the location & configuration of the septic system or sewer line
5. REScheck (for residential projects) or COMcheck (for commercial projects), **signed and stamped**, if applicable – please visit www.energycodes.gov for more information. Please note, we are in Climate Zone 6.

ADDITIONAL IMPORTANT INFORMATION:

1. Any **changes to the approved plans prior to or during construction** will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After **1 year from the initial application date**, 100% of the fee is retained.



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ADDITION/ALTERATION APPLICATION

Office Use Only

Permit #: _____

Permit Fee: \$ _____

Invoice #: _____

Flood Zone? Y TYPE: ____; N

Reviewed By: _____

Project Location: _____

Tax Map ID #: _____ Subdivision Name: _____

PROJECT INFORMATION:

TYPE: Residential Commercial, Proposed Use: _____

Single-Family Two-Family Multi-Family (# of units __) Townhouse

Business Office Retail Industrial/Warehouse Garage (# of cars _____)

Other (describe _____)

ADDITION SQUARE FOOTAGE:

1st floor:

2nd floor:

3rd floor:

Basement (habitable space):

Total sq ft:

ALTERATION SQUARE FOOTAGE:

1st floor:

2nd floor:

3rd floor:

Basement (habitable space):

Total sq ft:

Scope of work to be done: _____

ADDITIONAL PROJECT INFORMATION:

1. Estimated Cost of Construction: \$ _____
2. Source of Heat (circle one): Gas Oil Propane Solar Other: _____

Fireplaces/inserts need a separate Fuel Burning Appliances & Chimney Application

3. Are there any structures not shown on the plot plan? NO YES Explain: _____
4. Are there any easements on the property? NO YES

SITE INFORMATION:

- Is this a corner lot? NO YES
- Will the grade be changed as a result of the construction? NO YES
- What is the water source? PUBLIC PRIVATE WELL OTHER: _____
- What type of wastewater system is on the parcel? SEWER PRIVATE SEPTIC

DECLARATION:

1. I acknowledge that no construction shall be commenced **prior to the issuance** of a valid permit and will be completed within a 12 month period. Any **changes to the approved plans prior to/during construction** will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.
3. If the work is not completed by the 1 year expiration date the permit **may be renewed**, subject to fees and department approval.
4. I certify that the application, plans and supporting materials are a true and a complete statement and/or description of the work proposed, that all work will be performed in accordance with the NYS Building Codes, local building laws and ordinances, and in conformance with local zoning regulations.
5. I acknowledge that **prior to occupying** the facilities proposed I, or my agents, will obtain a certificate of occupancy.
6. I also understand that I/we are **required to provide** an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy.

I have read and agree to the above:

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

CONTACT INFORMATION: PLEASE PRINT LEGIBLY OR TYPE, PLEASE INCLUDE AN EMAIL

• **Applicant:**

Name(s): _____
Mailing Address, C/S/Z: _____
Cell Phone: _____ Land Line: _____
Email: _____

• **Primary Owner(s):**

Name(s): _____
Mailing Address, C/S/Z: _____
Cell Phone: _____ Land Line: _____
Email: _____

Check if all work will be performed by property owner only

• **Contractor(s):** (List all additional contractors on the back of this form)

Contact Name(s): _____
Contractor Trade: _____
Mailing Address, C/S/Z: _____
Cell Phone: _____ Land Line: _____
Email: _____

****Workers' Comp documentation must be submitted with this application****

• **Architect(s)/Engineer(s):**

Business Name: _____
Contact Name(s): _____
Mailing Address, C/S/Z: _____
Cell Phone: _____ Land Line: _____
Email: _____

Contact Person for Compliance in regards to this project: _____
Cell Phone: _____ Land Line: _____
Email: _____

- **Contractor(s): Workers' Comp documentation must be submitted with this application**

Contractor Name(s):

Contractor Trade:

Mailing Address, C/S/Z:

Cell Phone:

Land Line:

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