

**Town of Northumberland, Saratoga County, New York**  
**P.O. Box 128 – 17 Catherine St.**  
**Gansevoort, NY 12831**  
Ph: 518-792-9179 Fax: 518-792-9203

**REQUIREMENTS FOR BUILDING PERMIT**

Date Submitted: \_\_\_\_\_

SBL #: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

**1. Completed Application**

**2. Plot Plan – Site Plan** – showing proposed house location with all setbacks – septic location – well location – driveway – addition or accessory structures and all proposed dimensions.

**3. This application must be accompanied by two (2) complete sets of building plans** with original stamp and signature of a New York State licensed Engineer or Architect. Plans and specification shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical, plumbing, and heating installations.

**4. The Building Department requires that inspections be made according to the following schedule** and a 24-hour advance notice is required for all required inspections.

- a. of work site prior to the issuance of a Building Permit
- b. footing and foundation
- c. preparation for concrete slab
- d. framing
- e. building systems, including underground and rough-in
- f. fire resistant construction
- g. fire resistant penetrations
- h. solid fuel burning heating appliances, chimneys, flues or gas vents
- i. Energy Code compliance
- j. a final inspection after all work authorized by the Building Permit has been completed.
- k. Septic System to be inspected and certified by a Licensed Professional with as-built drawing

**5. Building Plans shall include:**

- a. Energy Code Compliance check list
- b. Light and Ventilation Schedule – room by room
- c. Stair detail

**6. Certificate of Insurance/ Workers Compensation**

**7. Written certification by the installer** of the chimney, fireplace, insert, and/or woodstove certifying the installation was done to NFPA 211 and State and Local Codes.

**8. A copy of the manufacturers installation manual** MUST be submitted for all woodstoves, inserts, and/ or factory built fireplaces.

(over)

- 9. The work covered by this application** may not be commenced prior to the issuance of the Building and Zoning Permits. The building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.
  
- 10. No building shall be occupied or used,** in whole or in part for any purpose whatever until a Certificate of Occupancy is granted by the Building Department.
  
- 11. Costs for the work described in the Application for Building Permit** shall include the cost of all construction and other work done in connection therewith, exclusive of the cost of the land.
  
- 12. Driveway Permit Application** must be filled out and signed by the Town Highway Superintendent.
  
- 13. Septic Plan** – a completed application or a map of the existing system, stamped and certified by Design Professional.
  
- 14. Other:** \_\_\_\_\_