

CITY OF ALBANY

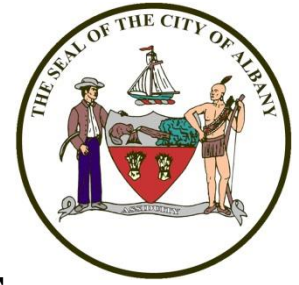
DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 Henry Johnson Boulevard

Albany, NY 12210

Phone (518) 434-5165

Fax (518) 434-6015



GENERAL BUILDING & ZONING PERMIT APPLICATION

A building permit is needed before any general construction, repair, rehab, gutting, or other work may be done. This is an application for a *general* building permit. Project-specific building permit applications may be available. Additional permits are required for specialized work such as electric or plumbing work which requires a license. Please refer to our website or ask our staff if you have any questions about what permits your project requires.

GENERAL INFORMATION

JOB SITE ADDRESS: _____

TAX MAP ID#: _____

TOTAL COST OF WORK: \$ _____

IS THIS A RESIDENTIAL PROPERTY WITH ONE OR TWO UNITS?

YES NO

BRC STAFF RESERVE THE RIGHT TO CONDITION CLOSURE OF A PERMIT, INCLUDING ISSUANCE OF A CERTIFICATE OF OCCUPANCY ON PROOF OF TOTAL COST OF WORK.

APPLICANT: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT? (PLEASE CHOOSE ONE): A.) PICK UP OR B.) BY MAIL

IF YOU WOULD LIKE TO RECEIVE YOUR PERMIT BY MAIL, PLEASE INCLUDE A STAMPED SELF-ADDRESSED ENVELOPE WITH THIS APPLICATION.

OWNER (IF DIFFERENT): _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR (IF APPLICABLE): _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

ARCHITECT/ENGINEER OF RECORD (IF APPLICABLE): _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

ADDITIONAL CONTRACTOR INFORMATION (IF APPLICABLE)

CONTRACTOR: _____

TYPE: ELECTRIC PLUMBING HVAC ELEVATOR SPRINKLER OTHER COST: \$ _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

STAFF USE ONLY

APP. NO.: _____ APP. FEE: _____ REC'D BY: _____ PERMIT NO.: _____

DATE REC'D: _____ DATE ISSUED: _____ ASSIGNED TO: _____ FLOOD PLAIN.: _____

CHECK NO.: _____ SB PER. NO.: _____ PARCEL NO.: _____ ZONE: _____

JOB SITE ADDRESS: _____

ADDITIONAL CONTRACTOR INFORMATION (WHERE APPLICABLE)

CONTRACTOR: _____

TYPE: ELECTRIC PLUMBING HVAC ELEVATOR SPRINKLER OTHER COST: \$ _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR: _____

TYPE: ELECTRIC PLUMBING HVAC ELEVATOR SPRINKLER OTHER COST: \$ _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR: _____

TYPE: ELECTRIC PLUMBING HVAC ELEVATOR SPRINKLER OTHER COST: \$ _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR: _____

TYPE: ELECTRIC PLUMBING HVAC ELEVATOR SPRINKLER OTHER COST: \$ _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

PROJECT INFORMATION

VACANCY: IS THE PROPERTY OCCUPIED? YES NO

CURRENT USE: IF NOT, HOW IS THE PROPERTY BEING USED? _____

CHANGE OF USE: IS THIS APPLICATION RELATED A CHANGE OF USE OF THE PROPERTY? YES NO IF "YES", WHAT WILL BE

THE NEW USE OF THE PROPERTY? _____

PUBLIC RIGHTS OF WAY: WILL THIS PROJECT INVOLVE BLOCKING OR WORK ADJACENT TO A SIDEWALK, INVOLVE STORING MATERIALS IN A PUBLIC RIGHT OF WAY, OR OPENING A STREET OR SIDEWALK? YES NO IF YES, HAVE YOU RECEIVED AND INCLUDED A COPY OF A PERMIT FROM THE DEPARTMENT OF GENERAL SERVICES AND HAVE YOU ALSO COMPLETED A "SIDEWALK/BARRICADE APPLICATION"? YES NO

FLOOD PLAIN: IS THE PROPERTY LOCATED IN A FLOODPLAIN? YES NO

INSURANCE: HAVE YOU SUBMITTED PROOF OF THE NECESSARY INSURANCE TO BRC? YES NO

WORKER'S COMPENSATION: HAVE YOU SUBMITTED PROOF OF WORKER'S COMPENSATION COVERAGE?

PRE-APPROVAL MEETING: WOULD YOU LIKE AN IN-PERSON MEETING WITH OUR STAFF TO DISCUSS YOUR PROJECT?

FOR LARGE OR COMPLICATED PROJECTS, WE WELCOME THE OPPORTUNITY SIT DOWN WITH YOU FACE-TO-FACE TO ENSURE YOU APPLY FOR AND RECEIVE ALL THE NECESSARY APPROVALS FROM US.

YES NO

PROPOSED PROJECT (PLEASE PROVIDE A DESCRIPTION OF THE WORK TO BE DONE): _____

JOB SITE ADDRESS: _____

PROPOSED PROJECT (CONTINUED): _____

DETAILED SITE PLANS OR OTHER DOCUMENTS ARE ATTACHED (RECOMMENDED): YES NO

Certification: I hereby certify that I have examined this application and know the information contained therein to be correct. I understand that the granting of a permit does not grant authority to violate or ignore any law, that this permit authorizes only the work described herein and will expire, unless otherwise noted, in one year from the date of issuance.

Applicant

Signature: _____ **Date:** _____

STAFF USE ONLY

APPROVALS REQUIRED:

APPROVED BY

ELECTRICAL

DATE: _____

PLUMBING

DATE: _____

THE FOLLOWING CONDITIONS APPLY TO THIS APPROVAL:

APPROVED BY: _____

DATE: _____

ADMIN ID.: _____

General Building Permit Instructions

Stop Work Orders. If the work done on a permit differs from what was applied for in a permit, a stop work order will be issued against the applicant and the applicant will have to pay a \$300 fee. If you think the work you are doing will go beyond what was described in this application, it is important that you contact us as soon as possible and that you do not commence the additional work without first obtaining approval.

Historic & Overlay Districts. Albany has several historic and historical overlay districts meant to protect its' character and capitalize on its status as one of the oldest cities in the United States. If your project's job site is located in one of these districts, the City of Albany Historical Resources Commission must sign off on your permit to ensure the work does not jeopardize the historic character of those districts. This may add several days to the processing of your permit but ensures your projects harmony with surrounding properties.

Change of Use or Tenant. We cannot issue a change of use or change of tenant permit if we do not know what the property was used for and what you propose to do with the property. Please be specific in addressing these two matters when applying for a change of use or tenant permit. If the property is currently vacant, please describe what it was used for prior to its' vacancy.

Insurance. Either the owner of the contractor is required to have a liability policy naming the City of Albany as insured or co-insured covering the work described in the permit application. This liability policy must be, at minimum, in the following amounts:

- a) \$100,000.00 – Personal Injury – single incident
- b) \$300,000.00 – Personal Injury – cumulative
- c) \$ 50,000.00 – Property damage

Proof of Insurance. Before we may issue a building permit, we must have proof of insurance:

An individual property owner may have the City of Albany named as co-insured on a policy in connection with the individual job;

A contractor may file an Owner's and Contractor's Protective Liability Policy, naming the City of Albany as an additional insured, for the individual job, in the required amounts; or the contractor may file a blanket policy with the City, covering all work to be undertaken within the period of the policy.

Health Inspections. If your building permit relates to a restaurant, health facility, tattoo parlor or other facility regulated by the NYS Health Code, you should contact Albany County Health Department ((518) 447-4580).

City of Albany Professional Licenses. Permits for electrical and plumbing work will only be issued to those licensed to do such work in the City of Albany. Individuals with licenses in municipalities who maintain reciprocity with the City of Albany may apply for a temporary Class B license using the Class B License Application form available in our office or on the City's website.

Code Justification Letter. For complex projects, code justification letters are strongly encouraged and will greatly expedite the issuance of your permit.

Worker's Compensation Insurance. As per NY GML § 125, the Department cannot issue a permit without proof of worker's compensation and disability insurance benefits coverage.

From **contractors**, we will need one of the following (as applicable): 1) WCB form C-105.2 or U-26.3, 2) WCB form SI-12 or GSI -105.2, 3) WCB form CE-200, and/or 4) WCB form DB 120.1 or 120.2.

From **homeowners**, we need one of the above or WCB form BP-1 "Affidavit of Exemption" (this form is on the Workers Compensation Board website or at our front desk).

Please review the Worker's Compensation Board website for your questions about Worker's Compensation Insurance. **We strongly recommend that homeowners fully apprise themselves of their worker's compensation and other liabilities before filing for a permit on behalf of a contractor.**

Other Forms. Note that there are several project-specific permit application forms that have been drafted to ensure that we get all the information we need up front. Please consider using one of those forms where appropriate.

Plot Plans. We have plot plan forms on our website and at our front desk which may be useful to you.

Project Commencement. Work on a project may not be commenced prior to issuance of the permit except in emergency situations where the applicant has secured the explicit approval of the inspector assigned to the permit. If work begins prior to the permit being issued, the applicant will be at risk of receiving a stop work order and may be required to redo noncompliant work.

Additional Documentation. Every project is unique and so our inspectors may require additional information and/or documentation from you after a permit has been applied for. We will contact you if this is the case.

Follow-Up Inspections. It is likely that your project will require inspections at successive phases of the project. Your inspector will advise of you the needed inspections upon reviewing and issuing your permit. **If follow-up inspections are required it is the responsibility of the applicant to schedule them. No certificate of occupancy will issued until those inspections have been conducted.** In some cases, conducting the necessary inspections after project completion will require dismantling portions of the completed work so that we can ensure that the project is in compliance with code.

Project Completion. Upon completion of your project, the applicant must to contact BRC to schedule a closing inspection to ensure that the work done was in fact legal and code compliant.

Expiration. Unless otherwise noted, all permits expire within one year. A permit may be renewed upon request and the submission of a reduced permit renewal fee. If work continues beyond the expiration date without a renewal, a stop work order will be issued.

Pre-Approval Meetings. If you are undertaking a large or complicated project, we encourage you to meet with us when you submit your plans to ensure you obtain all the necessary approvals. Please let us know if you would like such a meeting scheduled.