



TOWN OF COLONIE

Building Department
Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

Paula A. Mahan
Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772
www.colonie.org/building

Michael M. Rosch
Director

PROCEDURE FOR OBTAINING A BUILDING AND ZONING PERMIT FOR NEW RESIDENTIAL SINGLE & TWO-FAMILY DWELLINGS

THE FOLLOWING FORMS AND INFORMATION SHALL BE SUBMITTED BY THE APPLICANT OR AGENT TO THE TOWN OF COLONIE BUILDING DEPARTMENT. ALL FORMS MUST BE COMPLETED BY BEING TYPED OR PRINTED IN BLACK INK

1. One copy of the combined **Application for Zoning Verification/Building and Zoning Permit**.
2. Submit a plot plan showing lot layout, all existing and proposed structures, all existing and proposed setbacks.
3. **Two** copies of complete plans for the proposed project.
 - a. Must include all floor plans, elevations, cross sections, structural, plumbing, mechanical H.V.A.C., electrical and sprinkler drawings complying to the New York State Uniform Fire Prevention and Building Code.
 - b. Must include data showing compliance with the New York State Energy Conservation Construction Code.
 - c. New dwellings and additions over \$20,000 in value or 300 sq. ft. of construction must be stamped by an approved Architect or Engineer.
4. Insurance Certificate showing General Liability with the Town of Colonie Building Department as Certificate Holder, we need not be additional insured. Proof of Workers Compensation is required but cannot be on an Acord form. .
5. Water Permit from Latham Water District (518) 783-2750, if required.
6. Sewer Permit from Pure Waters Department (518) 783-2766 or Septic System approval from Albany County Health Department (518) 445-7835 if Town sewers are not available, if required.
7. When the application material is approved by the Building Department and the required fee for the Building and Zoning Permit is paid, the permit will then be issued.

8. The following inspections, if applicable, **MUST** be made during construction:
 1. Footings before pouring concrete.
 2. Foundations before back fill.
 3. For new dwellings submit Surveyor's foundation location to Building Department for zoning approval before framing is started.
 4. Plumbing, Heating, Framing and Electrical inspections before closing in of the framework.
 5. Insulation Inspection.
 6. When all work is complete, final inspection by Sewer, Water, Electrical and Building Departments. If new dwelling also Highway and Planning (if in a subdivision).

9. The Building Department must be called so that a **final inspection** can be made upon completion of all work indicated on the approved Building and Zoning Permit application and on the approved plans to allow a Certificate of Occupancy or Certificate of Compliance to be issued.

It is the responsibility of the applicant that the Building Department received written approval from the following Departments prior to occupancy of this structure.

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| 1. | Final Electric from
New York Board of Fire Underwriters
OR Middle Department Inspection Agency
OR The Inspector Bill Ryan | 463-2122
273-0861
363-0181 |
| 2. | Town of Colonie Pure Waters Department (sewer) | 783-2766 |
| 3. | Latham Water District (meter installed) | 783-2750 |
| 4. | Albany County Health Department (if required) | 445-7835 |
| 5. | Town of Colonie Highway Department (new dwelling) | 783-2794 |
| 6. | Town of Colonie Planning (new dwelling in subdivision) | 783-2741 |

THE BUILDING DEPARTMENT WILL ISSUE A CERTIFICATE OF OCCUPANCY TO THE APPLICANT FOR THE PROJECT WHEN ALL OF THE ABOVE ITEMS, IF REQUIRED, ARE COMPLETED.

IT IS ILLEGAL TO OCCUPY ANY BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE. Violators may be subject to fines and/or imprisonment.