

**Village of Menands  
Building Permit Application**

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**For Official Use Only**

Submitted: _____ 20____	Approved/Rejected By: _____
Examined: _____ 20____	_____
Approved/Rejected: _____ 20____	Permit Number: _____

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**Section 1: Instructions**

The Building Permit Application must be completed (typed or written in ink) and submitted to obtain a building permit for any construction or renovation activity. In addition to the Building Permit Application, three (3) sets of detailed design drawings, three (3) copies of a survey, a single copy of any fully executed construction contract(s), the Insurance Form and the building permit fee must be submitted simultaneously.

This application must be completed by the Owner of the property on which construction is to occur, or by a duly authorized representative of the Owner of the property. In submitting this application, the applicant swears that any and all information and or statements contained in this application are true, to the best of the applicant's knowledge. Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of the application. Construction authorized by this permit must always comply with the plans as approved by all applicable government agencies.

For details on any supplemental applications, plans, drawings or documents, please refer to the general FAQ Sheet, or the information sheets that correspond to each individual supplemental application. Below, find a check list for the applicant to complete prior to submission of this application.

**Applicant is to check boxes below to indicate the inclusion of any additional paperwork submitted with this application.**

**Checklist**

- ☐ Any construction specific supplemental applications for a deck, roof, pool and/or demolition.
- ☐ Any supplemental applications for electrical, plumbing, and/or mechanical work.
- ☐ Three (3) copies of the survey prepared by a licensed surveyor.
- ☐ Three (3) copies of design drawings.
- ☐ Copy of a fully executed contract(s).
- ☐ Required insurance forms (see Insurance: Instruction Sheet).

Design drawings for projects totaling \$20,000 (equipment and labor) or more will require the signature of a NYS Professional Engineer or NYS Registered Architect. The Village reserves the right to require the signature of a NYS Professional Engineer or NYS Registered Architect on projects of any amount.

## Section 2: Information of the Involved Parties

Property Owner Information
Name: _____
Address: _____
Phone Number: _____
Email: _____

**Note: In the proceeding table, if the Applicant is the Property Owner, check the appropriate box and leave the table blank.**

Agent Information
<input type="checkbox"/> Applicant is Property Owner
Name: _____
Address: _____
Phone Number: _____
Email: _____
Relationship to Property Owner: _____

**Note: If the construction or renovation is to be performed by the Applicant, check the appropriate box and leave the table blank.**

Contractor Information
<input type="checkbox"/> Work is to be performed by Applicant
Name of Business: _____
Address of Business: _____
Primary Contact (Name and Title): _____
Phone: _____ Email: _____

### Section 3: Property Information

Project Site Information			
Address: _____			
S.B.L: _____			
Zone: _____		Total Size of Lot: _____ Sq. Ft	
Current Property Setbacks (ft):			
Front: _____	Back: _____	Side: _____	Side: _____

### Section 4: Project Information

Nature of Project	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation

Occupancy Type of Construction	
Residential:	
<input type="checkbox"/> One Family	<input type="checkbox"/> Garage
<input type="checkbox"/> Two or More Families	<input type="checkbox"/> Other (Specify): _____
Non-residential:	
<input type="checkbox"/> Assembly	<input type="checkbox"/> Storage
<input type="checkbox"/> Business	<input type="checkbox"/> Institutional
<input type="checkbox"/> Mercantile	<input type="checkbox"/> Utility/Miscellaneous
<input type="checkbox"/> Industrial	<input type="checkbox"/> Other (Specify): _____

**Note: If the work is to include any of the following activities, supplemental applications are to be submitted for each activity.**

The work is to include construction or renovation of (select all that apply):	
<input type="checkbox"/> Roof	<input type="checkbox"/> Plumbing systems
<input type="checkbox"/> Deck	<input type="checkbox"/> Electrical systems
<input type="checkbox"/> Pool	<input type="checkbox"/> Mechanical systems
<input type="checkbox"/> Demolition of an existing structure	

**General Description of Work**

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**Current Use of Project Site:**

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**Proposed Use of Project Site:**

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**Total Project Cost per Executed Contract: \$**\_\_\_\_\_

**Principal Type of Heat:**

- ☐ Natural Gas
- ☐ Oil
- ☐ Electric

- ☐ Geothermal
- ☐ Not Applicable
- ☐ Other: \_\_\_\_\_

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**End of Application**

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I hereby make application for issuance of a permit for the work described above. I swear that no person will be employed without providing workers compensation and disability benefits law coverage, as required by state law, and that all applicable ordinances of the Village shall be complied with. I declare, subject to penalty of perjury, that statements made herein are true and correct to the best of my knowledge.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Agent Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

**Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.**