



# TOWN OF GALWAY

## Code Enforcement

5910 Sacandaga Road, Galway, NY 12074

Cell (518) 514-8012 Office (518) 882-6070

mluletters@townofgalwayny.gov

## ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION

- APPLICATION MUST BE FILLED OUT COMPLETELY FOR ISSUANCE OF BUILDING PERMIT**
- 2 SETS OF BUILDING PLANS** which clearly demonstrate existing and proposed work meeting all minimum NYS & local code standards. One set must be 11 inches x 17 inches or smaller. Plans are required to be stamped or signed by a NYS Licensed Architect or Professional Engineer for new residential dwellings exceeding 1,500 square feet of living space, or for any construction or renovation that involves structure work, creation of habitable spaces, or when the estimated cost exceeds \$10,000.
- PLOT PLAN** showing all setbacks and distances between existing structures. A plot plan and/or a proposed foundation location prepared by a NYS Licensed Surveyor may be required if it is not clear that minimum required setbacks can be met.
- PERMIT FEE: \$0.14 per 100 sq. ft.** Or a minimum of **\$100.00.** (Check made payable to *Town of Galway*, Money Order, or exact cash amount.)
- INSURANCE REQUIREMENTS:** Applicants who are the property owners or individual contractors without any employees must provide a current form CE- 200. All other applicants must provide NYS Disability and Workers Compensation and NYS Liability insurance (minimum \$1,000,000), naming the Town of Galway as additionally insured.
- INSPECTIONS:** Required inspections will be attached to the building permit

### HOLD HARMLESS:

Applicant to initial:  _____
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The individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the Town of Galway, its agents and employees (hereinafter referred to as "Town"), from and against all claims, damages, losses and expense (including, but not limited to, Attorney's fees), arising out of or resulting from the performance of the work covered by this Building Permit Application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of applicant, its contractor or its employees or anyone for whom the contractor is legally liable or subcontractors.

**PROJECT DESCRIPTION (including dimensions):** \_\_\_\_\_

**LOCATION ADDRESS:** \_\_\_\_\_

**TAX MAP ID:** \_\_\_\_\_ **COST OF WORK:** \_\_\_\_\_

**OCCUPANCY CLASSIFICATION OF ANY AFFECTED BUILDING OR STRUCTURE (circle one):**    RESIDENTIAL    COMMERCIAL    AGRICULTURAL

**APPLICANT NAME:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROPERTY OWNER'S NAME** (if not applicant): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

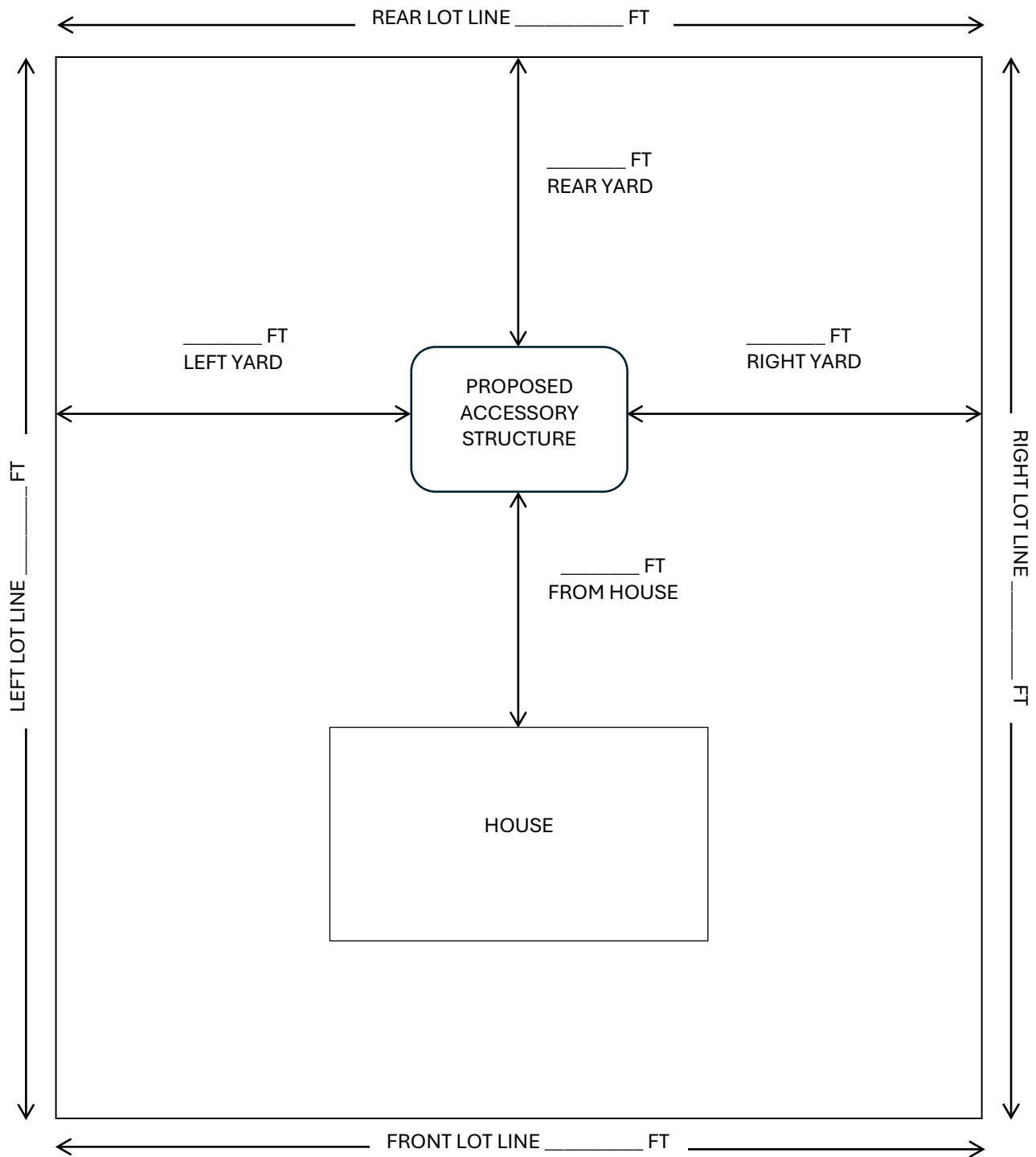
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**CONDITIONS OF PERMIT:**

- Proposed work must be in compliance with the applicable requirements of the Uniform Code including:
- Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.
- The permit holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work.
- Building permits shall become invalid unless the authorized work is commenced within 12 months following the date of issuance. Building permits shall expire 24 months after the date of issuance. A building permit which has become invalid or which has expired pursuant to this subsection may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

**PLOT PLAN AND LOCATION INFORMATION**

Locate the main building including additions. Locate any accessory structures i.e. garage, shed, pool, and proposed accessory structure. State all yard and lot line dimensions.



This plan is for reference only and will not accurately reflect your parcel. Please draw your own plot plan. Satellite views with parcel lines can be found at <https://spatial.vhb.com/SaratogaMapView/>