



# TOWN OF GALWAY

Code Enforcement

5910 Sacandaga Road, Galway, NY 12074

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

mluletters@townofgalwayny.gov

## ALTERATION BUILDING PERMIT APPLICATION

- APPLICATION MUST BE FILLED OUT COMPLETELY**, including all information and signatures.
- 2 SETS OF BUILDING PLANS** which clearly demonstrate existing and proposed work meeting all minimum NYS and 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 any construction or renovation that involves structure work, creation of habitable spaces, or when the estimated cost exceeds \$10,000. 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.** (Checks made payable to *Town of Galway*, Money Order, or exact cash amount.)
- INSURANCE REQUIREMENTS:** Applicants who are the property owners must provide a current form CE- 200. All other applicants provide NYS Disability and Workers Compensation and NYS Liability insurance (minimum \$1,000,000), naming the Town of Galway as additionally insured.
- REQUIRED INSPECTIONS:** Required inspections will be attached to the building permit.

### HOLD HARMLESS:

Applicant to initial:  
\_\_\_\_\_

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 (i.e. construction type, use of buildings, total floor area, no. of stories, foundation, electrical):**

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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**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:
- 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.