



TOWN OF GALWAY

Code Enforcement

5910 Sacandaga Road, Galway, NY 12074

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

mluettters@townofgalwayny.gov

SINGLE FAMILY DWELLING BUILDING PERMIT APPLICATION

1. **APPLICATION MUST BE FILLED OUT COMPLETELY FOR ISSUANCE OF BUILDING PERMIT**
2. **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.
3. **WINDOW SCHEDULE**
4. **NATURAL LIGHT, VENTILATION & EMERGENCY EGRESS CALCULATION SHEET**
5. **ENERGY CODE INSPECTION CHECKLIST**
6. **ENERGY CODE COMPLIANCE REPORT** stamped or signed by a NYS Licensed Architect or Professional Engineer
7. **SEPTIC SYSTEM PERMIT APPLICATION** which includes Septic System design certified by a NYS Licensed Professional Engineer.
8. **WELL COMPLETION REPORT & WELL TEST RESULTS** (If in place at time of application. If not, these will be required before a Certificate of Occupancy is issued.)
9. **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.
10. **RESIDENTIAL ZONING COMPLIANCE CHART** (Page 3 of this application form)
11. **SUBMISSION/APPROVAL OF DRIVEWAY INTERFACE PERMIT** (if applicable)
12. **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.)
13. **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.
14. **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 sub-contractors.

LOCATION ADDRESS: _____

TAX MAP ID: _____ ZONING DISTRICT: _____

PROJECT DESCRIPTION : _____

No. of Bedrooms: _____ 1st Floor sq ft: _____

No. of Bathrooms: _____ 2nd Floor sq ft: _____

No. of Stories: _____ Basement Area: _____

Building Height: _____ Total habitable space: _____

TOTAL COST OF WORK: _____

OCCUPANCY CLASSIFICATION OF ANY AFFECTED BUILDING OR STRUCTURE : RESIDENTIAL

APPLICANT NAME: _____ BUSINESS NAME: _____

ADDRESS: _____

E-MAIL: _____ PHONE #: _____

SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S NAME (if not applicant): _____

ADDRESS: _____

E-MAIL: _____ PHONE #: _____

SIGNATURE: _____ DATE: _____

DESIGN PROFESSIONAL'S NAME: _____

ADDRESS: _____

E-MAIL: _____ PHONE #: _____

RESIDENTIAL ZONING COMPLIANCE CHART

Area and Bulk Schedule

Required with permit application for New Construction

Step 1. Highlight the row containing your zoning district's area and bulk schedule information.									
District	Maximum Lot Covered by Structures and Impervious Surfaces ³	Minimum Front Yard Setback ² (feet)	Minimum Side Yard ¹ (feet)	Minimum Rear Yard (feet)	Maximum Height (feet)	Maximum Height Accessory Building (feet)	Maximum Floor Area for Nonresidential (square feet)	Required Frontage for Keyhole Lots (feet)	Required Acreage for Keyhole Lots (acres)
Agricultural Residential (AR)	40%	50	50	50	35	28	Not applicable	40 at right-of-way	5
Residential Core (RC)	30%	25/50 maximum	20	25	35	28	3,500	40 at right-of-way	3
Rural Hamlet (RH)	30%	25/50 maximum	20 for residence/ 50 for nonresidence	25 for residence/ 50 for nonresidence	35	28	3,500	40 at right-of-way	3
Commercial Retail (C1)	30%	100	50	50	35	28	5,000	40 at right-of-way	3
Lake District (L)	40%	50 for newly created/25 for non-lakefront/ 50 for lakefront	50 for newly created/25 for non-lakefront/ 25 for lakefront	50 for newly created/ 15 for non-lakefront/15 for lakefront	28	18	Not applicable	Not applicable	Not applicable
Planned Development District	See § 115-45 for requirements.								
Step 2. Provide this information as it pertains to your proposed scope of work in your zoning district.									
Your Purposed Project									

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 deviation from the approved plans. Revised plans are subject to the same approval procedure as the original plans, including any required fees.
- Building permits shall become invalid unless the authorized work commences 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.
- All required inspections must be scheduled at least 24 hours in advance by contacting the Code Enforcement Officer and having confirmation that the inspection will take place. A required inspection checklist will be attached to the Building Permit. Before any subsequent inspections are scheduled, all prior inspections shall have passed.
- Habitation or use of any building or premises to which this application applies shall not occur prior to the issuance of a required Certificate of Occupancy.