

**PROCEDURE FOR OBTAINING A BUILDING PERMIT  
FOR RESIDENTIAL DWELLINGS AND ACCESSORY STRUCTURES**

**ALL FORMS SHOULD BE COMPLETED IN FULL BY BEING TYPED OR PRINTED LEGIBLY IN INK**

**NECESSARY MATERIAL REQUIRED FOR PROCESSING**

1. Application form.
2. Plans in duplicate (**Plans should be no larger than 18" x 24"**).
  - a) Estimated project cost of over \$10,000 requires stamp and original signature of New York licensed architect or professional engineer on each sheet.
  - b) Plot plan with proposed location of the home, planned water and sewer/septic system, addition or accessory structure relative to the street and all property boundary lines.
  - c) Must include floor plans, all elevations, cross sections, stairs, etc., complying with New York State Uniform Fire Prevention and Building Code.
  - d) Must include data showing compliance to NYS Energy Conservation Code.
  - e) Sewer/Septic permit - all septic systems must have stamped design; "fill type" requires that engineer sign special form and may require extra time for stabilization. All pertinent information on minimum of two (2) perc tests and deep hole test.
  - f) Fireplace permit, along with details on fireplace, **including location** (i.e., family room, bedroom, basement, etc.) If factory built, specs must be included. If masonry, must show cross section with all details.
  - g) Must include manufacturer name and model number for furnace, water heater, or other heat-producing appliances.
  - h) Well must be installed, tested and certified for quality and quantity.

The above material will be reviewed for compliance with the Code of the Town of Clifton Park, Zoning regulations, New York State Uniform Fire Prevention and Building Code and New York State Energy Conservation Construction Code.

Upon completion of review by the Department of Building and Development, you will be notified by phone to pick up your completed permit. The review process will vary in length and is dependent on the completeness and thoroughness of the submission.