



Department of Public Safety Building and Zoning Division

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE VILLAGE OF ELLENVILLE.

BUILDING PERMIT APPLICATION CHECKLIST

For the following occupancies:

Assembly, Groups A-1, A-2, A-3, A-4 and A-5

Business, Group B

Educational, Group E

Factory and Industrial, Groups F-1 and F-2

High Hazard, Groups H-1, H-2, H-3, H-4 and H-5

Institutional, Groups I-1, I-2, I-3 and I-4

Mercantile, Group M

Residential, Groups R-1, R-2, and R-4

Storage, Groups S-1 and S-2

Utility and Miscellaneous, Group U

- Building Permit Application
- Street Opening or Driveway Entrance Permit
- Worker's Compensation Statement
- Planning or Zoning Board of Appeals Approvals
- Attendance at an Appendix K Section K104.1 Meeting (required for all existing structures)
- Existing Building Evaluation by a Registered Design Professional per Appendix K Section K104.2 (As required by the Code Enforcement Official)
- 3 Copies of this Completed Checklist Signed by the Applicant or the Licensed Design Professional
- Three (3) Sets of Building Plans

The drawings must be drawn to scale and must include an Architect's or Engineer's seal for all work exceeding \$20,000 or involves structural and/or egress elements. Work costing less than \$20,000 may require an Architect's or Engineer's seal at the discretion of the Code Enforcement Official.

The following must be included on your drawings for a permit. Show as a minimum, the following items:

- Code Summary Based on the Building Code of New York
- Existing and/or Proposed Occupancy(s)
- Existing and/or Proposed Construction Type(s)
- Existing and/or Proposed square footage of each occupancy
- Maximum and actual travel distances
- Number of exits required and provided
- Fire-resistance rating requirements for building elements
- Detailed Floor Plans
- Existing square footage
- Proposed square footage of every room or space
- Square footage of each level or story
- Egress Locations



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- Egress Element Occupant Loads (Allowable and Actual)
- Smoke & Heat Detector locations
- Receptacles
- Switches
- Switch operated Receptacles
- Lighting
- Exhaust Fans
- Boiler and or furnace location(s)
- Accessibility for physically disabled persons
- Footing, Foundation and Slab Details.
- Footing/foundation drains
- Reinforcing
- Slab reinforcing
- Concrete specifications
- Height of backfill against foundation wall
- Exterior Elevations
- Overall height o Floor to ceiling height
- Stair & Railing details including Rise and Run.
- Required fire rated assemblies
- Size and spacing of framing members.
- Size and spacing of beams and posts.
- Type of all framing members.
- Type and size of floor, sheathing, and siding material.
- Interior Finish Materials
- Window and Door Schedule showing sizes and compliance with energy requirements.
- Detail(s) at locations of all insulated areas
- Show compliance with the Energy Conservation Construction Code of New York State.
- Furnaces and Flues
 - ◆ Submit shop drawings from manufacturer
 - ◆ Flues must be sized for all appliances connected. Show allowable BTU rating for flue and Maximum BTU's from all appliances.
- Three (3) Copies of Current Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.

The following must be included on the plot plan for all improvements:

- Show all dimensions of all property lines.
- Identify scale used.
- North direction identified.
- Easements for utilities including overhead.
- Name of all adjacent roads and driveway location.
- Vehicle parking areas identified.
- Section, Block, and Lot.



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- Property owner's name.
- All existing structures shown and labeled as to their use and the distance from the proposed structure and property lines.
- Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads.
- Location of any stream, lake or body of water within 100 feet of the property line.
- State or Federal designated wetlands.
- Utility service locations and connection details.
- Well location and details (if well is proposed).
- Septic System and details (if system is required).

Checklist completed by: _____
(Print or type name here) (Title)

(Signature) (Date)

Do not write below this line - for official use only -----

Application/Permit No: _____ Accepted Denied

Checklist Reviewed by: _____
(Print or type name here) (Title)

(Signature) (Date)

SCHEDULE OF REQUIRED INSPECTIONS

- Soil density as required
- Excavation and forms for footings prior to concrete placement
- Foundation forms and reinforcing prior to concrete placement
- Foundation waterproofing
- Foundation drainage prior to backfill
- Slab subgrade and reinforcing prior to placement of concrete
- Framing
- Walls, floor, and roof sheathing
- Rough plumbing
- Hot and cold water line test (75 lb. min with no loss)
- Rough electric by 3rd party agency
- Final electric by 3rd party agency
- Insulation
- Gypsum board prior to tape and spackle



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- Fireplace, wood stove, chimney, flues
- (Manufacturer's installation instructions must be available on the job site at the time of inspection.)
- Well connection, water service
- Septic system (inspection and certificate of compliance by systems design engineer)
- Fire Protection Systems
- Deck/Porch piers
- Mechanical ducts
- Railings and stairs
- Final for Certificate of Completion
- Plumbing system
- Heating system
- Trim
- Appliances
- Finish Flooring
- Septic certification
- As built (final survey)
- Doors
- Parking Lot Site Design
- Landscaping
- PE's Structure Approval
- Water test
- Paint
- Fire protection
- Cabinetry
- Siding
- Windows
- Egress elements
- Accessibility elements