

# TOWN OF BETHLEHEM

*Sam Messina*  
Town Supervisor

Albany County - New York  
BUILDING DIVISION – Room 214  
445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054  
(518) 439-4955 x1112  
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*Gil Boucher*  
Building Inspector

## BUILDING PERMIT INSTRUCTION SHEET

- 1. Application:** must be completely filled out in ink, signed and NOTARIZED, if other than owner.
- 2. Processing:** All applications for a permit are numerically entered on the Town's computer system and given a permit number for review, generally taking two (2) weeks for approval.
- 3. PLOT PLANS (Surveys):** Please submit (2) copies for everything listed except for New Houses require (3) copies to ensure zoning setbacks & location requirements.

<b>New construction</b>	<b>Additions when adding square footage</b>
<b>Accessory structures</b>	<b>Swimming pools</b>
<b>Lawn sprinkler systems</b>	<b>Sheds, detached garages, fences and roofing</b>
- 4. BUILDING PLANS:** two (2) sets for New Construction, Alterations and/or Additions: If the value is more than \$10,000, a N.Y.S. Licensed Engineer or Architect must stamp the plans.
- 5. Septic Tanks and Wells:** For areas not located in a sewer and/or water district, Albany County Health Department approval is required for septic tank layouts, and well water must be tested and approved before a building permit may be issued.
- 6. PROJECT START:** The job is not to be started until the permit has been paid and picked up at the Town Hall. All permits shall be posted in a plainly visible location on the job site. Once the permit is issued, inspections should be requested 24 hours in advance.
- 7. Insurance Requirements:** A certificate of insurance providing proof of contractor's liability, New York State workers' compensation and disability benefits coverage naming the Town of Bethlehem Building Department as certificate holder must be on file before any permit may be released. Out of State companies working in NYS need NYS workers compensation and disability benefits coverage (requirements in section 57 and 220). General contractors must carry a workers compensation insurance policy if they are hiring subcontractors. Contractors who do not need workers compensation and are not hiring subs must file a CE-200, available online at <http://www.wCb.state.ny.us>
- 8. Application for Certificate of Occupancy:** Upon a final inspection, if a Certificate of Occupancy (C.O.) is required (habitable space), an application for C.O. must be filled out and signed either by the OWNER, ARCHITECT, ENGINEER OR QUALIFIED SUPERINTENDENT and the signature must be notarized, this application must accompany the C.O.
- 9. Fees:** All fees owed to any Town Department shall be paid prior to a Certificate of Occupancy being issued.



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**BUILDING DIVISION**  
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**FOR BUILDING INSPECTOR'S USE:**

**PERMIT NO.** \_\_\_\_\_  
**PERMIT FEE:** \$ \_\_\_\_\_  
**INSURANCE CERT:** LIABILITY - WORKERS COMP.  
**CE-200 DATE** \_\_\_\_\_ or OWNER OCCUPIED 439  
**PERMIT APPROVED ( ) DENIED ( ) ZBA ( )**  
**NON CO DATE** \_\_\_\_\_ **COC** \_\_\_\_\_  
**CO DATE:** \_\_\_\_\_

**Application for  
 BUILDING, ZONING AND OCCUPANCY PERMIT**

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK**  
**PERMIT EXPIRES IN 6 MONTHS. ALL PERMITS REQUIRE A FINAL INSPECTION**

**ADDRESS OF PROPOSED WORK:** \_\_\_\_\_

**ESTIMATED VALUE OF PROPOSED WORK:** \_\_\_\_\_

The undersigned hereby applies for a Permit to build, alter, renovate or occupy according to the following specifications.

**THE OWNER OF THE PROPERTY IS:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **PHONE#** \_\_\_\_\_ **CELL#** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **CELL#:** \_\_\_\_\_

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

**NATURE OF PROPOSED WORK**

- ( ) Construction of a new building
- ( ) Addition to a building
- ( ) Alteration to a building
- ( ) Demolition of a building
- ( ) Installation of plumbing, describe \_\_\_\_\_

- ( ) Change of Occupancy
- ( ) Storage Shed
- ( ) Other \_\_\_\_\_

**OCCUPANCY**

- One family dwelling ( ) \_\_\_ bedrooms ( )  
 baths ( )
- Two family dwelling ( ) \_\_\_ bedrooms ( )  
 bath ( )
- Family Apartment House units ( )
- THE CODES OF THE STATE OF NEW YORK  
 CLASS \_\_\_\_\_

**ACCESSORY BUILDINGS**

- Garage: (1) (2) (3) Detached ( ) Attached ( )
- Private Storage Building ( )
- Other \_\_\_\_\_

**ZONING SPECIFICATIONS:** Submit certified plot plan and site plan as required for all new constructions, additions or conversions. Indicate on the plot plan street names, the location and size of the property, the location, size and setbacks or proposed buildings and location of all existing buildings. All plot plans will show elevations of existing property and the finished floor elevation and final grade elevations of the property of the new building, addition, alteration or conversion as related to road elevation.

**BUILDING SPECIFICATIONS:** All new residential, commercial or industrial structure plans shall be submitted in duplicate stamped by a registered NYS architect or engineer certifying they meet all the requirements as set forth in the Codes of The State of New York (Education Law Section 7209 and 7307). Plans relating to residential additions or alterations may or may not required

stamped plans as specified by the ENFORCEMENT OFFICER. All Plans will reflect compliance with the Codes of The State of New York and The Energy Conservation Construction Code of New York State May 2002 or as amended. Compliance sheets to be submitted with plans or attached thereto.

**Attach drawing**, in duplicate, of proposed construction showing floors, elevations, walls and roof sections.

**NOTE:** With the issuance of this permit the Building Inspector, his Assistants, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

Prior to occupancy of any building, structure or property covered under this permit, application for a Certificate of Occupancy or Certificate of Compliance must be made to the Building Department on the prescribed form and said Certificate shall be issued prior to the building or premises being occupied.

**AFFIDAVIT**

Town of Bethlehem  
County of Albany ss.  
State of New York

I swear that to the best of my knowledge and belief the statements in this application, together with the plans and specifications, plot plans and site plans are a true and complete statement of all proposed work to be done on the described premises and that all provisions of The Codes of The State of New York and NYS Energy Conservation Construction Code and the Town of Bethlehem Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

**Signature** \_\_\_\_\_  
**Owner, Owner's Agent, Architect, Contractor**

**Dated** \_\_\_\_\_

**IF OTHER THAN OWNER SIGNATURE MUST BE NOTARIZED**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Notary \_\_\_\_\_  
**NOTARY PUBLIC, ALBANY COUNTY, NEW YORK**

**SPECIAL CONDITIONS OF THE PERMIT;**