

TOWN OF BETHLEHEM

David VanLuven
Town Supervisor

Justin Harbinger
Building Inspector

Albany County - New York
BUILDING DIVISION – Room 214
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1112
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BUILDING PERMIT INSTRUCTION SHEET

1. Application: Must be completely filled out in ink, signed and NOTARIZED, if other than owner. **Do not send payment in with the application. An invoice with the amount due will be provided upon permit approval.** Payments that are sent in with the application will be returned via mail.

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 which require three (3) copies. New house surveys are also required to include all items found on the grading plan checklist. Review of the grading plan is performed by the Town Engineering Division for compliance with all grading, erosion and sediment control regulations.

New construction
Accessory structures
Lawn sprinkler systems

Additions when adding square footage
Swimming pools, decks
Sheds, detached garages, fences, roofing

4. BUILDING PLANS: Two (2) sets are required for all applications including new construction, alterations, additions, decks, and all accessory buildings: If the value is more than \$10,000, a N.Y.S. Licensed Engineer or Architect must stamp the plans. As-builts and final surveys can be submitted in PDF format.

5. PROJECT START: The job is not to be started until the permit has been paid and is in hand. The permit will either be emailed or printed hard copies are available upon request. 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. All permits require a final inspection.

6. 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. Please note that **ACORD** forms are not acceptable proof of NYS workers' compensation or disability benefits insurance coverage. 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 (subs). Contractors who do not need workers' compensation and are not hiring subs must file a CE-200, available online at <http://www.wcb.ny.gov/>.

7. 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 be submitted prior to the issuance of the C.O.

8. Fees: All fees owed to any Town Department shall be paid prior to a Certificate of Occupancy being issued.



TOWN OF BETHLEHEM
 BUILDING DIVISION
 445 DELAWARE AVENUE
 DELMAR, NEW YORK 12054
 P: (518) 439-4955 x1112



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 ()
 CO DATE: _____

BUILDING PERMIT APPLICATION

A PERMIT MUST BE OBTAINED BEFORE STARTING WORK.
PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUE. DO NOT SEND PAYMENT
IN WITH PERMIT APPLICATION.

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.

PROPERTY OWNERS NAME: _____

PROPERTY OWNERS EMAIL: _____ PHONE: _____

CONTRACTOR: _____

CONTRACTORS MAILING ADDRESS: _____

CONTRACTORS EMAIL: _____ PHONE: _____

NATURE OF PROPOSED WORK

Construction of a new building	Change of Occupancy
Addition to a building	Storage Shed
Alteration to a building	Lawn Irrigation System
Demolition of a building	Deck
Fence Installation	Other _____
Re-Roof	

Brief description of proposed work: _____

ZONING SPECIFICATIONS: Submit 2 copies of a certified plot plan and site plan as required for all new construction, additions, sheds, decks, fences, lawn irrigation systems 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 require 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 2020 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 _____

Print Name _____

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;