

TOWN OF BRUNSWICK

308 Town Office Road
Troy, New York 12180-8809

BUILDING DEPARTMENT

TEL. (518) 279-3461

FAX (518) 279-4352

**PROCEDURE FOR OBTAINING A BUILDING AND ZONING PERMIT FOR
TENANT CHANGES AND GENERAL RENOVATIONS FOR A CERTIFICATE
OF OCCUPANCY.**

ALL FORMS MUST BE COMPLETED BY BEING TYPED OR PRINTED IN INK FOR LEGIBILITY.

1. Approval of Commercial Zoning Verification by Building Department along With 3 copies of a Key Plan of entire building showing prospective tenant Space in relation to adjacent tenants.
2. Approval from the Planning Board.
3. Completed application for Building and Zoning Permit.
4. 2 complete sets of plans, drawn to scale. (See attached list for requirements).
5. When application, and supporting documents are approved, and the fee is paid, the permit will then be issued.
6. PERMIT MUST BE ISSUED BEFORE WORK IS STARTED.
7. A certificate of occupancy or certificate of compliance will be issued, only after a final inspection has been completed by the Building Department and the Planning Department has given written approval when required.
8. A CERTIFICATE OF OCCUPANCY IS REQUIRED BEFORE THE SPACE IS OCCUPIED.

CHECK OFF LIST

TENANT CHANGE FOR C.O. OR GENERAL REMODELING

LOCATION: _____ DATE: _____

APPLICANT: _____

REVIEWER: _____ TYPE OF PROJECT _____

NO. _____ YES _____ NO _____

1. ZONING VERIFICATION APPROVAL RECEIVED

2. PLANNING BOARD APPROVAL RECEIVED

3. APPLICATION FOR BUILDING AND ZONING PERMIT TWO COMPLETE SETS OF PLANS.
(DRAWING SHEETS SHALL BE NO LARGER THAN C SIZE (24" X 36"))

4. PLANS SUBMITTED BY ARCHITECT OR ENGINEER (IF REQ'D BY BLDG. DEPT)

5. ARCHITECT/ENGINEER PAPERS (IF REQ'D BY BLDG. DEPT)

6. PLANS MUST SHOW THE FOLLOWING:
A. ALL DOORS (INCLUDING EXIT DOORS) LOCATION, SIZE, DIRECTION OF SWING
B. ALL ROOMS IDENTIFIED AS TO THEIR INTENDED USE
C. COMPLETE DIMENSIONS ON PLANS
D. CORRIDOR WIDTHS
E. DISTANCE OF TRAVEL TO AN EXIT

7. TOILET ROOM REQUIRED
A. VENTILATION TO THE EXTERIOR (WINDOW OR FAN)
B. DOOR CLOSER
C. HANDICAPPED FACILITIES SHOWN (IF REQ'D)

8. EXIT AND EMERGENCY LIGHTS WITH BATTERY BACKUP SHOWN ON PLANS.

9. TOTAL OCCUPANCY AND/OR NUMBER OF EMPLOYEES



Application For Building and Zoning Permit
COMMERCIAL
Building Department

336 Town Office Road
Troy, New York 12180

Phone (518) 279-3461
Fax (518) 279-4352
www.townofbrunswick.org

Permit No. _____

APPROVAL/DISAPPROVAL

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the N.Y.S. Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described.

ADDRESS OF SUBJECT PROPERTY

NUMBER STREET CITY STATE ZIP

Applicant's Name Email

Address NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

Name of Tenant (if applicable)

Contact Person Email

Address: NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

General Contractor

Address NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

THE GENERAL CONTRACTOR'S CURRENT CERTIFICATE OF WORKMANS COMP AND GENERAL LIABILITY INSURANCE IS REQUIRED TO BE ON FILE WITH THE TOWN Of Brunswick Building Department

Estimated Cost of Construction \$ Floor Area of Construction (Sq. Ft.)

The building/space fire sprinkler system is: Existing Proposed N/A

The building/space fire and smoke detection system is: Existing Proposed N/A

The building/space fire alarm system is: Existing Proposed N/A

SIGNATURE OF APPLICANT

DATE

PLEASE PRINT NAME

XXXXXXXXXXXXXXXXXXXXXXXXXXXXFOR OFFICIAL USE ONLYXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Fee Amount \$ Date Paid/Check Number

(This fee is not refundable)

Application of dated

is hereby approved (disapproved).

Reason for refusal of permit

PROPOSED USE

Date

Manager

THIS PERMIT EXPIRES TWO (2) YEARS FROM DATE ISSUED

A SEPARATE SIGN PERMIT IS REQUIRED FOR EACH SIGN TO BE INSTALLED

INSTRUCTIONS

1. This application must be completely filled in by typewriter or printed in ink and submitted to the Town
2. This application must be accompanied by two (2) complete sets of plans showing Proposed construction and two (2) sets of specifications. Plans and specifications Shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical and plumbing and heating installations.
3. The work covered by this application may NOT be commenced before the issuance of a Building and Zoning Permit.
4. Upon approval of this application, the Building and Zoning Permit Department will issue a Building and Zoning Permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
5. No building shall be occupied or used in whole or in part for any purpose whatever Until a Certificate of Occupancy shall have been granted by the Building Department.
6. Costs of the work described in the application for a Building Permit include the cost of All of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final costs shall exceed the estimated cost, an additional fee may be required before the issuance of a Certificate of Occupancy.
7. Any deviation from the approved plans must be authorized, by the approval of revised Plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
8. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM AN APPROVED ELECTRICAL INSPECTION AGENCY FOR ALL ELECTRICAL WORK. THE PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

INSPECTION SCHEDULE

YOU MUST CALL THE BUILDING DEPARTMENT 279-3461 FOR THE FOLLOWING INSPECTIONS. NOTE: ANY WORK COVERED OR CONCEALED BEFORE INSPECTION AND APPROVAL SHALL BE EXPOSED FOR INSPECTION AT THE APPLICANT'S EXPENSE.

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Submit a Surveyor's location of foundation to the Building Department for zoning Approval before framing is started.
4. Plumbing, heating, framing, and electrical inspection before any closing of the framework. Electrical inspections are done by The Middle Department Inspection Agency or The Inspector.
5. Insulation inspection.
6. When all work is completed, a final inspection of the site, building and all utilities is required. No Occupancy of a building is permitted without a Certificate of Occupancy issued by the Building Department. (See Instruction Sheet)