

BUILDING and ZONING DEPARTMENT

46 Saratoga Avenue
South Glens Falls, NY 12803
518-793-1455 Phone
518-793-3063 Fax



TO BE COMPLETED BY BLDG DEPT	
Permit No.	_____
Date Permit Issued	_____
Date Permit Expires	_____
Zoning Designation	_____
Variance No.	_____
Site Plan Review No.	_____
Approved by:	_____

CERTIFICATE OF OCCUPANCY APPLICATION

****AN APPLICATION MUST BE OBTAINED BEFORE SITE INSPECTION – ANSWER ALL OF THE FOLLOWING****

The undersigned hereby applies for a Certificate of Occupancy of new or existing business and commercial property. Site Inspections are required by the Building & Codes Department in accordance with the New York State Uniform Fire Prevention and Building Codes.

Name of Property Owner _____ Telephone: _____

Owner Mailing Address: _____

Property Location: _____ Tax Map No. _____

(Street Number or Street and Building Lot Number)

Subdivision Name (if applicable) _____

THE PERSON RESPONSIBLE FOR THE SUPERVISION OF THE BUILDING CODES WILL BE:

Name: _____ Address: _____ Tel. # _____

Name of Builder: _____ Address: _____ Tel. # _____

Name of Plumber: _____ Address: _____ Tel. # _____

Name of Mason: _____ Address: _____ Tel. # _____

OCCUPANCY INFORMATION:

PRIMARY BUILDING

- _____ One family dwelling
 - _____ Two family dwelling
 - _____ Multiple dwelling / Number of units _____
 - _____ Permanent occupancy
 - _____ Transient occupancy
 - _____ Business
 - _____ Industrial
 - _____ Other _____
- If addition, what will use be? _____

ACCESSORY BUILDING

- _____ Detached garage/one car/two car/ _____ car
- _____ Attached garage/one car/two car/ _____ car
- _____ Private storage building
- _____ Other _____

Municipal water connection _____

Municipal sewer connection _____

AFFIDAVIT

I swear that to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the BUILDING COST, THE 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.

BUILDING SPECIFICATIONS:

- Type of construction, wood frame, masonry, etc. _____
- Foundation wall material _____
- Will there be a cellar? ___ Heated or unheated? _____
- Will there be a basement? _____
- If so, what portion? _____ sq. ft. Type of use? _____
- Type of roof – sloped / flat / shed / other _____
- Roof rafters _____ x _____ spacing _____ o.c. span _____ ft.
- Roof trusses (pre-engineered) spacing _____ o.c. span _____ ft.
- Exterior wall finish _____
- Interior wall finish _____
- If a garage is to be attached, describe materials to be used for FIRE SEPARATION: _____

Signature _____

_____ month on the _____ day of 20 _____