

New York State requires proof of insurance or exemption from Workers' Compensation, Disability, and Paid Family Leave benefits for all permit applications. **Applications will not enter the review process until required insurance certificates are received.**

Required Insurance Forms for Contractors:

- 1. Liability Insurance:**
 - Acord certificate
- 2. Workers' Compensation: (one of the following)**
 - **C-105.2** (Certificate of Workers' Compensation Insurance)
 - U-26.3 (for businesses insured by the State Insurance Fund)
 - SI-12 (Certificate of Workers' Compensation Self-Insurance, for self-insured businesses)
- 3. Disability Insurance: (one of the following)**
 - **DB 120.1** (Disability Benefits Form)
 - For self-insured businesses, use DB-155.
 - Exempt businesses may submit **CE-200** (Certificate of Attestation of Exemption) for proof of both Workers' Compensation and Disability.

The Certificate Holder must be listed as follows on all forms:

**Town of Guilderland
Building Department
P.O. Box 339
Guilderland, NY 12084**

Note: ACORD forms are not acceptable proof of Workers' Compensation coverage under WCL §57.

Required Insurance Forms For Homeowners:

Homeowners seeking a building permit and claiming exemption must submit a **CE-200 (Certificate of Attestation of Exemption)**. Questions or assistance, call (866) 546-9322

Submission Steps:

1. File electronically at www.wcb.ny.gov.
2. **Print the Certificate, sign, and date it before submitting it to our office. The CE-200 must be signed & dated; submissions without a signature will be considered void and rejected.**

Submission of Insurance Certificates: Email to **both** clerks with the project address:

Anthonyv@togny.org **AND Evansg@togny.org**



Application for Building and Zoning Permit

TOWN OF GUILDERLAND

Guilderland Town Hal
P.O. Box 339, Route 20
Guilderland, N.Y. 12084

Building Department
Ph: 356-1980
www.townofguilderland.org

Date: _____, 20_____

Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

NOTE – READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____
Address _____
Phone _____
Email _____

Zoning District _____
Tax Map Number: _____
Flood Zone Designation _____

Owner's Name _____
Address _____
Phone _____

Lot Size _____ Area _____
Existing Building Size _____
New Building Size _____

Property Location of Proposed Construction

NEW BUILDING YARDS: Zoning Set Backs:

Front Yard Depth _____ Feet
Right Side Yard Width _____ Feet
Left Side Yard Width _____ Feet
Rear Yard Depth _____ Feet
Bldg. Height _____ Feet _____ Stories

Existing Use _____

Proposed Construction: _____

Estimated Cost \$ _____
Floor Area _____
Cubic Area _____

Name of Compensation Carrier & Policy #

Fee \$ _____

Signature of Owner, Applicant or Agent

NOTE: THIS BUILDING PERMIT EXPIRES 6 MONTHS FROM DATE ISSUED UNLESS CONSTRUCTION COMMENCED, THEN IT EXPIRES 12 MONTHS AFTER DATE ISSUED

Dated _____, 20_____

Deputy Building Inspector

*Notice of Utilization of Truss Type Construction,
Pre-Engineered Wood Construction and/or Timber Construction*

TOWN OF GUILDERLAND

Building Department Phone: 356-1980 PO Box 339 Guilderland NY 12084 www.townofguilderland.org

To: The Town of Guilderland Building Department (Cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

- _____ New residential structure
- _____ Addition to the existing residential structure
- _____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

- _____ Truss type construction
- _____ Pre-engineered wood construction
- _____ Timber construction

in the following location(s) (check applicable line):

- _____ Floor framing (including girders and beams) **F**
- _____ Roof framing **R**
- _____ Floor framing and roof framing **FR**

Date: _____

Signature: _____

Printed Name: _____

Owner Owner's Representative

DESCRIPTION OF MATERIALS

PLANS SHOULD INCLUDE THE FOLLOWING INFORMATION AS APPLICABLE

SITE OF PROPOSED CONSTRUCTION:

Name of owner..... Address of project.....Distance to property line from new construction

FOUNDATION:

- Footing sizes
- Foundation wall size & material
- Column/Post size & material ▪
Girder/Beam size & material
- Dampproofing/Parging material
- Anchor bolt size & spacing

FLOOR SLAB:

- Vapor barrier thickness & material
- Slab thickness & material

CRAWL SPACE:

- Ventilation opening size & material

FLOOR FRAMING:

- Joist size & spacing
- Sub-floor size & material
- Finish floor material
- Method of attachment for joists to
girder/beam

WALL FRAMING:

- Stud size & spacing
- Sheathing size & material
- Exterior/Interior finish size & material

CEILING FRAMING:

- Joist size & spacing
- Interior finish size & material

ROOF FRAMING:

- Indicate rafters or trusses
- Slope of roof
- Rafter/Truss size & spacing
- Ridge board size
- Rafter tie size & spacing
- Sheathing size & material
- Ventilation method
- Attic access size and location

ROOFING:

- Type of material
- Ice & water protection locations
- Flashing locations

STAIRS:

- Width of stairway
- Height of risers
- Depth of treads
- Height of handrails
- Spacing of spindles

INSULATION:

- Submit a Department of Energy
compliance checklist
OR
- Material & R-Value in ceilings
- Material & R-Value in walls
- Material & R-Value in floor/basement walls

WINDOWS:

- Type of glazing material
- Area of glazing ▪ Openable area
- Height of open area
- Width of open area
- Height of sill above finish floor

DOORS:

- Size and material of door
- Type of door

HEATING:

- Type & efficiency of furnace

PLUMBING:

- Location of fixtures
- Supply pipe size & material
- Drain/Vent pipe size & material
- Indicate town sewer & water or private well
& septic system