

Village of Ravena Building Department

15 Mountain Rd.
Ravena, NY 12143
Phone: (518) 756-8201
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buildingdept@villageofravena.com



Joseph J. Burns Sante DeBacco
Building/Fire Inspector Asst. Building/Fire Inspector

Building Permit Application Information

NOTE: Job is not to be started until permit is picked up and paid for.

1. **Application:** must be completely filled out on the computer or in ink. All applicants must submit a copy of the deed to the parcel.
2. **Plot Plans:** If for a new house submit three (3) copies, certified, showing 4 corners, elevations, and elevation of the finished floor. If for an addition, detached garage, etc. only two (2) copies need be submitted. Any changes must show on the plot plan with measurements. Plot plans should be certified, and must show dimensions of the lot drawn to scale, present buildings & proposed buildings.
3. **Building Plans:** submit two (2) sets for new construction, alterations or additions. Plans must be stamped with the seal of a New York State architect or professional engineer. You must provide truss design drawings prior to installation as per code R 802.10 of the Residential Code of New York State. Plans must show foundation plan, floor plans, front and side elevations, typical cross section, insulation if closed in, size of lumber, etc.
4. **Curb breaks and driveway:** construction of these must have the approval of the Village D.P.W. Foremen.
5. **Water & Sewer:** connection to village lines must be under the personal observation of an assigned village employee. All connection fees must be paid to the village clerk prior to any excavation. For areas not located in a sewer district, Albany County Health Department approval is required for septic tank layouts. Well water must be tested and approved before a building permit may be issued.
6. **Electrical:** A permit and certificate of approval must be obtained from a third party electrical inspection agency for all electrical work. The permit must be obtained before starting any electrical work.
7. **Costs:** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed the estimated cost, an additional fee may be required.
8. **Changes:** 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.
9. **Insurance Requirements:** Contractors – Certificates of Insurance providing proof of Contractor's Liability (Acord form), Workers Compensation and Disability Benefits coverage, naming the Village of Ravena Certificate Holder, must be on file before any release of permit. Acord forms are not acceptable proof of NYS workers' compensation or disability benefits coverage. If the permit is for work you are performing yourself on your owner-occupied property you can complete the form found at the end of the application.

Once the application is turned in, an average turn-around time for permit approval is seven to ten (7-10) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with the approved, duplicate 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.

Inspections: Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravenna Building Department Monday-Friday from 9am-2pm.

Note: Inspections by the Building Department are required at the following schedule:
(You must call for Inspections.)

1. Footings before pouring concrete.
2. Foundation walls before pouring concrete.
3. Final survey map that shows the exact location of the new foundation.
4. Foundation inspection before backfill.
5. Plumbing, heating, framing, and electrical inspections are to be conducted before any closing in of the framework.
6. Insulation inspection.

When all work is completed, final inspection is required by the Building Department. No use of the structure is permitted without a Certificate of Occupancy or Certificate of Compliance being issued by the Building Department.

Application for Certificate of Occupancy (CO): Upon completion, if a CO is required, an application for the same must be filled out and signed by the OWNER, ARCHITECT, ENGINEER, OR QUALIFIED SUPERINTENDENT. Applications are available at the Building Department. All fees that are owed to any Village Department shall be paid prior to CO being issued.



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For Building Inspector Use:

Tax Map #: _____

Permit #: _____

Permit Fee: \$ _____

Insurance Cert: Liability Workman's Comp

CE-200 Date _____ or Owner Occupied 439

Permit: Approved Denied ZBA

CO or CC Date: _____

Application for Building Permit

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK
 RESIDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS
 ALL PERMITS REQUIRE A FINAL INSPECTION**

Address of proposed work: _____ **Estimated Cost:** \$ _____

Owner's Name _____
 Address _____

 Phone _____ Cell _____

(If different than owner :)
 Applicant's Name _____
 Address _____

 Phone _____ Cell _____

Nature of Proposed Work:

New Construction

Addition

Renovation

Change of Occupancy

Other _____

Lot Size: _____ Area: _____

Existing Building Size: _____

New Building Size: _____

Name of Compensation or General Liability
 Carrier & Policy #: _____

Zoning District: _____

NOTE: With the issuance of this permit the Building Inspector, his Assistant, 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 use of any structure covered under this permit a Certificate of Occupancy or a Certificate of Compliance must be issued by the Building Department.

Signature of Owner, Applicant or Agent

Date

Printed Name of Owner, Applicant or Agent

Please submit the following with your application:

- Copy of Deed
- Plot Plans (2 Copies, 3 for new construction)
- Building Plans (2 Copies)
- Description of Materials (2 Copies)
- Required Insurance Papers

For Construction including Wood Trusses:

- Truss design drawings

For Building Inspector use:

This application is hereby approved disapproved and permission granted refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

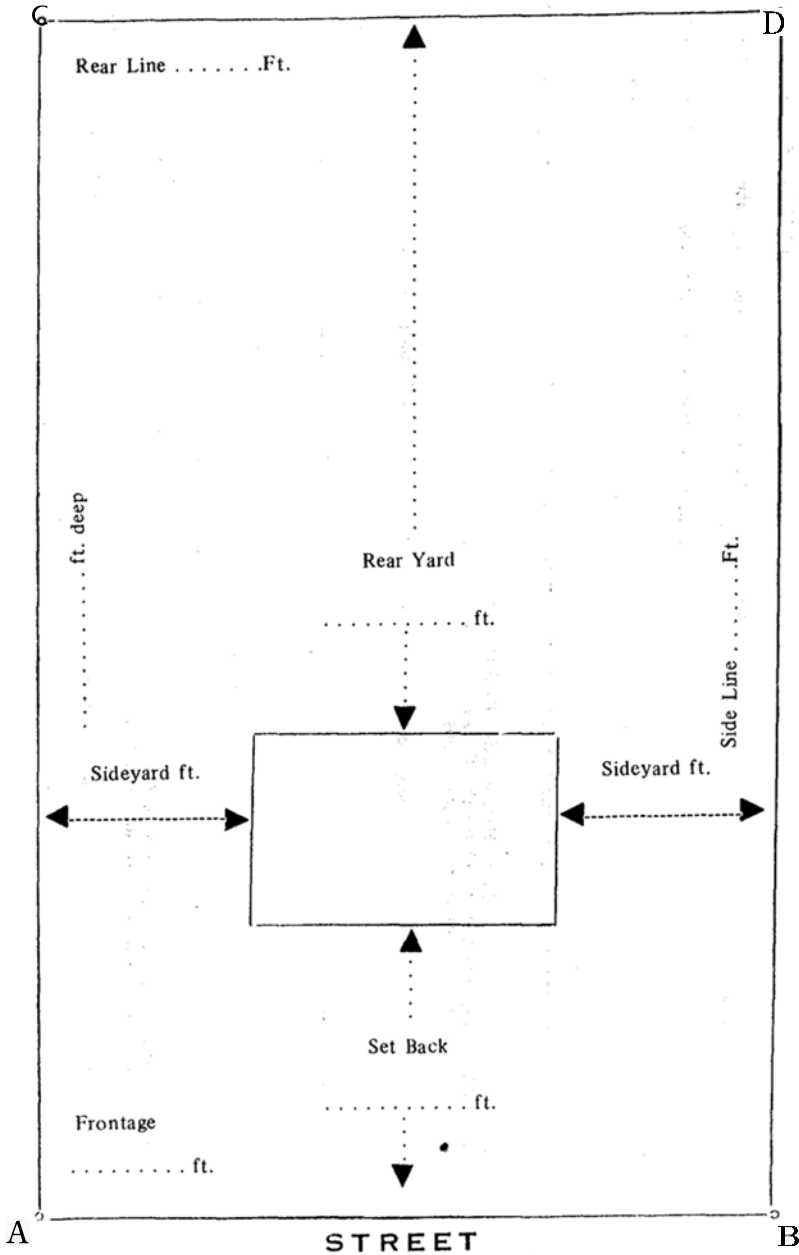
Reason for refusal of permit: _____

Dated _____

Building Inspector

Plot Diagram

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property line. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply and approved plot plan showing all the above requirements. 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.



Note: To prevent any drainage problem, show elevations, grading, swales, etc.

Elevation of finished grades in relation to crown of road:

A _____

B _____

C _____

D _____

Ground Floor _____

Note:

For Vacant lots print in dimensions of new building.

If there is an existing building and a proposed addition print in dimensions and show addition.

Signature

Date

For Building Inspector Use Only:

Building Department Review:

Building Inspector Signature

Date

Description of Materials

Submit with corresponding plans and application for building permit

Leave no item blank, write N/A if that item is not applicable.

Address of proposed work: _____ Estimated Cost: \$ _____

Owner's Name _____	(If different than owner :)
Address _____	Applicant's Name _____
_____	Address _____
_____	_____
Phone _____ Cell _____	Phone _____ Cell _____

1. Excavation: Bearing Soil _____

2. Foundations: (All concrete to be a min. 2000 PSI)

Footing Sizes _____	Damproofing material _____
Foundation wall size & material _____	Termite Protection _____
Column Footing Size _____	Anchor Bolts _____ OC
Column size & material _____	Footing drain size (3" min) _____
Girders size and material _____	Inside to approved sump pit <input type="checkbox"/>
Portland Cement Coat: <input type="checkbox"/> Yes <input type="checkbox"/> No	Discharge to storm sewer <input type="checkbox"/>
Additional Information _____	

3. Slab on Ground: Ground cover _____ Perimeter insulation _____

4. Crawl Space: Depth (30" min.) _____ Ground Cover _____

Insulation _____ Ventilation _____ sq. ft.

5. Chimneys: Material _____ Flue lining material _____

Prefabricated (make & size) _____ Water heater _____

Additional Information: _____

6. Fireplaces: Type: solid fuel or gas burning; Masonry or Pre-fab

Ash dump & clean out _____ Mantle _____

Fireplace: facing _____ lining _____ Hearth _____

Additional Information: _____

7. Exterior Walls: Wood frame grade and species _____

Stud size and spacing _____ OC; Corner bracing _____

Sheathing _____ Siding _____ Masonry veneer _____

Brick ties _____ Building paper _____

Additional Information: _____

8. Floor Framing: 1st Floor - Joist grade _____ Size & spacing _____ OC

Bridging _____ Sub-floor material _____ Finish Floor material _____

2nd Floor - Joist grade _____ Size & spacing _____ OC; Bridging _____

Sub-floor material _____ Finish Floor material _____

Additional Information: _____

9. Partition Framing: Stud grade _____ Size & Spacing _____ OC
 Additional Information: _____
10. Ceiling Joists: Grade _____ Size & Spacing _____ OC
 Bridging _____
 Additional Information: _____
11. Roof Framing: Minimum design for 45 lb. snow load
 Rafters, size & grade _____ OC; Ridge Size _____
 Collar ties _____ OC; Trusses _____
 Sheathing _____
 Additional Information: _____
12. Roofing: Material _____ Weight _____ Underlay _____
 Additional Information: _____
13. Interior Finish: (sheetrock, size, etc.) Walls _____
 Ceiling _____ Garage (sheetrock, size & rating) _____
 Garage Ceiling _____
 Additional Information: _____
14. Stairs: Width _____ Rise _____ Run _____
 Note: Maximum Rise 8 1/4"; Minimum Run 9" + 1 1/8" nosing. (A-Code)
 Additional Information: _____
15. Plumbing: (As per Code)
 Sink Drain Size _____ Vent Size _____ Lavatory Drain Size _____ Vent Size _____
 Watercloset Drain Size _____ Vent Size _____ Bathtub Drain Size _____ Vent Size _____
 Stall Shower Drain Size _____ Vent Size _____ Laundry Drain Size _____ Vent Size _____
 Building House Drain - Size and material _____
 4" House trap location (show on plans) _____
 Additional Information: _____
16. Sewage Disposal: Town Sewer Permit Septic System approved by County Health
17. Heating: BTUH Rating _____ Type _____ Fuel _____
 Fuel type & size _____
 Additional Information: _____
18. Attic Ventilation: Total Ceiling Area as per Plan _____ sq. ft.
 Net Vent. Area _____ sq. ft. (Approx. 1% of Ceiling Area); Soffit _____ sq. ft.
 Roof _____ sq. ft. Gable _____ sq. ft.
 Additional Information: _____
19. Windows: (Also see NYS Energy Code)
 Glazing - Insulated Yes No Single Yes No Storms & Screens Yes No
20. Exterior Doors: Sizes _____ Insulated Yes No
 Storms & Screens Yes No
21. Electric Wiring: Application and Inspection by a third party electrical inspection agency.
 Safety Switch for Oil Burner Yes No Number of Smoke Detectors (show on plans) _____

22. Insulation and Vapor Barrier: (Also see NYS Energy Code); list size, material and R factor

Roof _____ Ceiling _____
Walls _____ Slab (perimeter) _____
Foundation Walls _____ Floors over unheated Basement/Garage _____
Water Pipes _____ Ducts _____
Additional Information: _____

Remarks:

I, the undersigned, do hereby agree to furnish, supply and install the aforementioned materials and comply with the specifications set forth above in the conjunction with the erection and construction of the building(s) for which plans were submitted and approved. All items to comply with NYS Building Construction Code.

Date _____ Signature _____

Applicant