



BUILDING PERMIT APPLICATION – 1 & 2 FAMILY DWELLINGS

Required Documents

The following items must be submitted in order to obtain a Building Permit for a 1 and 2 family dwelling:

- ___ Completed “BUILDING PERMIT APPLICATION FORM”
- ___ 1 copy of a survey, plot plan or site plan: Drawn to scale with dimensions that show property lines, parking areas, setbacks, accessory buildings, utilities, easements, curb and gutter, culverts, driveways, walkways, site drainage and a north arrow.
- ___ Flood Information and delineation of the proposed building property is located in a Flood Hazard Area.
- ___ Wetlands delineation if proposed building property is located in wetlands.
- ___ Soil Test Report. (If doing a Penetrometer test, a report must be supplied before footings and foundations are poured)
- ___ Owner is responsible for the drainage to accommodate roof and surface runoff per the Application for Building Permit and Certificate of Occupancy requirements. Sketch or grading plan of how this is going to be accomplished is required.
- ___ Two (2) complete sets of working plans, drawn to scale (1/4” to 1” preferred) to include:
 - Foundation plan – footing and foundation wall details – show depth of footing, reinforcement, damp proofing.
 - Floor Plans – indicate use of all rooms, attic access, room sizes, water closet clearance, and shower dimensions.
 - Building elevations – show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
 - Wall Sections - show structural components including beams, headers, blocking, ceiling heights and insulation.
 - Floor/Roof Framing – show size and types of materials, spans, spacing, layout and truss specifications, where applicable (structural calculations may be required).
 - Window Schedule – show size and types of glazing (how window opens, i.e. slider, single hung, casement etc.) including basement windows and well sizes. **NOTE: Egress exits are now required in every new basement.**
 - Stair cross sections – show rise and run, headroom, width, handrails, guardrails and landings.
 - Indicate Structural Design Criteria and provide calculations where applicable.
- ___ One (1) copy of specifications. (may be included on plans).
- ___ One (1) copy of 2020 Energy Code Compliance Check, as well as a 2020 IRC compliance checklist by a NYS licensed design professional.
- ___ All plans and specifications must be imprinted with the seal and signature of an Architect of Professional Engineer, registered in the State of New York, in accordance with the NYS Educational Law. Submit one set with original seal, others may be copies.
Proof of pre-paid Refuse and Recycling carts.
- ___ Culvert/Driveway Permit and first inspection approval from Town Highway Department.

NOTE: All fees associated with Water and Sewer connections must be paid up front.

NOTE: All contractors working within the Town of Pendleton must be licensed by the Town of Pendleton.

NOTE: All plans and specs must comply with the 2020 NYS Uniform Building Code and 2020 Uniform Energy Code.