



Town of Duanesburg

Schenectady County

Dale R. Warner,
Building Inspector,
Code Enforcement Officer,
Town Planner

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BUILDING IN DUANESBURG

TOWN OF DUANESBURG ZONING ORDINANCE ADOPTED 12/13/01, SECTION 14.3 BUILDING PERMIT REQUIRED:

“No building or structure shall be excavated for, erected, added to or structurally altered externally in the Town of Duanesburg until a permit has been therefore issued by the Uniform Code Enforcement Officer.”

“In addition to any alteration affecting structural integrity, alterations affecting fire safety features, alterations having a significant effect on electrical systems, Installations of solid fuel burning systems, Installation of swimming pools, Installation of mobile home, and any one story shed or garage larger than 144 sq. ft.

SECTION 14.4, CERTIFICATE OF OCCUPANCY:

Where a building permit is required, no building hereafter or relocated, and no addition to or structural alteration of any building, shall be used or occupied for any purpose until a Certificate of Occupancy has been issued by the Uniform Code Enforcement Officer.

I. APPLICATION FOR A SANITATION PERMIT MUST BE ACCOMPANIED BY:

1. A licensed professional must be retained to conduct a percolation test and deep hole test in the presence of Schenectady County Public Health Department Representative. The results of these tests determine the type of septic system that may be constructed on site-conventional or alternative.
2. The septic system shall be designed by the Licensed Professional and submitted to the County Health Department for approval.
3. Alternative design systems shall be inspected by the Licensed Professional and the County Health Department Representative.
4. The Town Building Inspector and the Licensed Professional shall inspect conventional systems.
5. Sanitation Permits are required for any new system as well as repairs to existing systems.

II. APPLICATIONS FOR A BUILDING PERMIT MUST BE ACCOMPANIED BY:

1. A plot plan drawn to scale, including location of a primary use building, well, septic system, and proposed or existing accessory buildings, neighboring wells and septic systems within 100ft. of boundaries. Also include setbacks for front, side, and backyard as determined by property lines to proposed structures.
2. County Health Department Approval for designated septic system.
3. **Three sets of construction plans**, certified (stamped and signed) by a New York State Licensed Professional on all pages.
4. Certificate of Compliance with New York State Energy Code.
5. A stamped and signed foundation plan for all Modular Homes.
6. All Modular homes have a New York State Approval Number.
7. Appropriate Workers Compensation Form on File.

III. THE BUILDING DEPARTMENT SHALL BE NOTIFIED AT LEAST 24 HOURS IN ADVANCE FOR THE FOLLOWING INSPECTIONS:

1. Worksite prior to the issuance of a Building Permit, site shall be marked for location of proposed building. Portable Bathroom located on site with storm water control measures are in place prior to construction.
2. Excavation is complete, footing forms are inspected prior to concrete being poured.
3. Foundation walls are inspected prior to concrete being poured.
4. Inspection is conducted prior to backfilling.
5. Rough framing is complete, including installation of exterior doors and windows, roof is fully shingled (or other) and structure is weather tight as well as rough electric (Middle Department Inspection Agency or The Inspector, LLC. Will do this inspection) and rough plumbing (An air or water test may be required.) **TRUSS CERTIFICATES** should be submitted at this time if applicable.
6. Insulation has been installed, proper vents (if applicable). This includes basement walls or ceiling and applicable components.
7. Conventional septic systems are installed and in place, but not covered. Water poured in distribution box for levelness.
8. Alternative systems are inspected by the Design Professional and the County Health Department. Consult with them for inspection schedule.
9. A final walk through inspection will be conducted once these requirements are met.
10. Prior to the issuance of a Certificate of Occupancy you will also be required to provide the following:
 - a. Water Purity Test Results
 - b. Well Log
 - c. Final Electric approval
 - d. Energy Efficiency Certification posted on Electrical Panel
 - e. County & Engineers Septic Approvals

IV. CULVERTS AND RIGHT OF WAY WORK:

All work performed within State, County or Town Highway right of ways must be discussed with and permitted by the appropriate authority listed below:

MARTIN A. NATOLI PHONE NO. 393-0863
NYS DEPARTMENT OF TRANSPORTATION
3008 CHRISLER AVE.

SCHENECTADY, NY 12303

ANGELO MELILLO PHONE NO. 356-5340 Ext 223
ENGINEERING/ PUBLIC WORKS
SCHENECTADY COUNTY BUREAU OF HIGHWAYS
80 KELLER AVE.
SCHENECTADY, NY 12306

STEVE PEROG PNONE NO. 895-2772
TOWN OF DUANESBURG HIGHWAY DEPARTMENT
5799 WESTERN TURNPIKE
DUANESBURG, NY 1056

YOU MUST CALL UFPO BEFORE YOU DIG 1-800-962-7962