

Here are answers to the most frequently asked questions about Building Permits. Following the process outlined makes projects easier and ensures construction is up to New York State code, protecting you, your family, and your investment.

Who makes the rules for Building Permits?

- Requirements are set by:
- NY State Uniform Fire and Building Code
 - County Health Department
 - NY State Insurance Law
 - 911 Address Numbers
 - Ancram Zoning and Subdivision laws

When do you need a Building Permit?

A New Construction

- All new construction including Accessory Structures.
- Accessory Uses not enclosed within a building, e.g. all swimming pools, tennis courts, bridges, fences in certain districts, and signage.

B Structural Changes

- Interior & exterior structural changes to partitions or any part of the assembly of a building.
- Windows and doors.
- Re-roofing, siding requiring structural work; porch/deck changes.

C Electric & Plumbing

Alteration or installation of building systems including electrical work; generators; heating systems; plumbing including hot tubs and hot water heaters; solar panels; wind turbines.

D Heating & Cooling

Installation or replacement of solid fuel outdoor boilers; gas- and oil-fired furnaces or boilers; wood burning or pellet stoves; conversion of a fireplace to a wood burning or pellet stove; fireplace inserts and chimney liners.

E Change of Use

Changes to the use or occupancy of a structure - e.g. from a residence to an office, or from single family to two family - to make sure the new uses conform with the new town zoning laws and current NYS regulations and codes.



F Demolition of principal and most accessory structures.

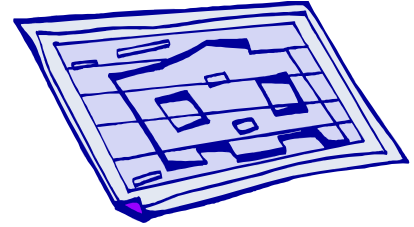
Information Series
Keep for your reference
2nd Ed. January 2015

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1 Contact the Building Department

- Get a list of the information you will need for the application.
- When you bring in the information you need, and your plans meet all the rules and regs, you'll get your permit.



2 Insurance

- Homeowners - Homeowners insurance and release of Workers' Compensation.
- Contractors—provide liability, disability and Workers' Comp certificates.

3 Referrals Depending on your project, you may be referred to:

- Ancram Highway Superintendent, for driveways.
- Columbia County Health Department, for septic systems.
- Ancram Planning Board, for property subdivision, changes to lot lines, or a special use permit.
- Ancram Zoning Board of Appeals, for an area or use variance, or a zoning interpretation.

4 Fees - effective June 1, 2014

- Building Permits cost \$4 per \$1000 of the cost of the work you plan to do, with a minimum of \$50. Permits are good for a year and can be renewed for up to 3 years.
- Demolition Permits - \$50.
- Permits must be renewed if the work is not complete or inspections are not done before the permit expires. Renewal fees are 50% of the original building permit fee *for every year since it expired* and are good for one year.
- Certificate of Occupancy/Compliance—\$35. Certificate of Inspection—\$75.

5 Inspections

- Inspections are required during the construction phases of your project, which are identified on your Building Permit Poster.
- It is your responsibility to schedule all inspections, including a final inspection to get your Certificate of Occupancy.
- Businesses, places of assembly, and apartment building units with more than two apartments are subject to a fire inspection according to NYS code.

When don't you need a Building Permit?

- **Painting** indoors or outdoors
- **Minor repairs and maintenance** with no structural changes, including siding and roofing. Note: if you are *replacing* siding or roofing, you *do* need a permit.
- **Cleaning** up your yard.

Ancram's Code Enforcement Officer Ed Ferratto enforces the NYS Uniform Fire & Building Code and Ancram's Zoning Laws.

- He regularly travels through town making inspections.
- If he sees work going on which does not have a permit, he will ask you to stop until a building permit is applied for and issued.
- If you fail to stop and apply immediately for a permit, the Building Department will issue a formal "Stop Work Order", and close down your job site.
- Permit fees are doubled for any work done without first obtaining a building permit.
- If you fail to comply with applicable Laws and Codes, the Code Enforcement Officer may issue an "Order to Remedy Violation". Violations are subject to fines of up to \$200 per day as long as the violation continues.
- It's your responsibility to follow the law, so when in doubt, check it out!



After 3 years, building permits cannot be renewed and will be cancelled. A new permit application which conforms to the current NYS Building Codes will be required.

Tips from the Building Department:

Selling or remortgaging your home? A title search will show any open permits that must be resolved before a sale or loan can go forward.

Do you have an open, expired Building Permit?
or
Are you missing your Certificate of Occupancy?

Please contact the Building Department to schedule an inspection so we can close out your building permit and issue a Certificate of Occupancy, Compliance or Inspection.

everything you wanted
to know about...

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***For more details or guidance, and before starting
a project, contact Ancram's Building Department.***

Call 518-329-6512, ext. 3, or
Email: BuildingDepartment@TownofAncram.org

Building Department Town Hall Hours:
Wednesday 12:30-2:30 & Saturday, 10:00-2:00
1416 County Route 7, Ancram NY 12502

Ancram's Policy of Service to Homeowners and Contractors for Building, Planning & Zoning:

*We will make your
dealings with us easy
and productive and
our responses to you
courteous and quick.*

*Please let us know
how we are doing and
how we can do better.*



L to R: **Ed Ferratto**, Building Inspector, Zoning & Code Enforcement Officer, **Marie McDermott**, Clerk, **Colleen Lutz**, Clerk.