

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.

Contents

Policy	1
Who makes the rules?	1
When is permit needed?	1
When not needed?	2
Application Process	2
Enforcement	3
Contact Information	4

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?

1 New Construction

- All new construction including Accessory Structures larger than 144 square feet.
- Accessory Uses not enclosed within a building, e.g. all swimming pools, tennis courts, fences in certain districts, and signage.

2 Structural Changes

Interior & exterior changes to partitions or any part of the assembly of a building.

Windows/doors that change the entry, exit or circulation within a building.

Re-roofing, siding requiring structural work; porch/deck changes.

3 Electric & Plumbing

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

4 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.

5 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 regulations and codes.

6 Demolition of principal structures and most types of accessory uses.

A 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.



B Insurance

- Homeowners—copy of liability certificate of insurance.
- Contractors—copies of liability and Workers' Comp certificates.

C 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.

D Fees

- Building Permits cost \$4 per \$1000 of the cost of the work you plan to do, with a minimum of \$25. Permits are good for a year. (Fees are set at a level to cover Building Department costs.)
- Demolition Permits - \$25.
- 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—\$25. Certificate of Inspection—\$75 (outdated permits)

E 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, or places of assembly, are subject to an annual fire inspection.

When don't you need a Building Permit?

- **Accessory structures 144 square feet or less** do not require a permit, but must be installed in compliance with the Zoning Ordinance requirements for setbacks and proximity to the primary residence on the property.
- **Painting** indoors or outdoors
- **Minor repairs and maintenance** with no structural changes, including siding, roofing, or cleaning up your yard.

Ancram's Code Enforcement Officer Ed Ferratto and his Assistant, Bill Hunt, enforce the NYS Uniform Fire & Building Code and Ancram's Zoning Laws.

- ▶ They regularly travel through town making inspections.
- ▶ If they see work going on which does not have a permit, they 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.
- ▶ Permits issued after a formal Stop Work Order will cost the regular \$4 per \$1000 fee, plus an additional \$100.
- ▶ 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!

Year-end Special for Expired Permits prior to 2006!

Only \$50 to bring it current, and \$75 to get your Certificate of Inspection!

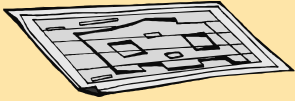


Tips from the Building Department:

Do you have an open, expired Building Permit? 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.

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.



everything you wanted
to know about....

Building Permits

Information Series
Keep for your reference
10/2012



***For more information and to get started,
contact Ancram's Building Department...***

Ancram's Building Department manages the Building Permit and Code Enforcement process. It does not establish the rules and regulations, but is responsible for enforcing them, for your protection.

For more details, advice or guidance, and before starting a project, call or visit:

Ed Ferratto, Building Inspector, Zoning & Code Enforcement Officer

Bill Hunt, Assistant Building Inspector, ZEO, CEO

Marie McDermott, Clerk

Building Department

Town Hall

Wed & Sat, 10-12

518-329-6512, ext. 3

BuildingDepartment@TownofAncram.org

