

**TOWN OF GERMANTOWN**  
**Building Department**  
**Town Hall, 50 Palatine Park Road**  
**Germantown, NY 12526**  
**(518) 537-6687**

**APPLICATION: For a Zoning and Building Permit**

# \_\_\_\_\_ Date \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tele No. \_\_\_\_\_ Acres \_\_\_\_\_ Zoning District \_\_\_\_\_

Location of Property \_\_\_\_\_

Is any part of property within a wetland or flood plain? Yes \_\_\_\_\_ No \_\_\_\_\_

Did this plot receive subdivision approval from the Planning Board? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Attached is a deed to this property? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Application is to:**

Erect-Repair-Alter-Extend-Remove-Demolish-Construct-Use a structure as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plot Width: Front \_\_\_\_\_ Rear \_\_\_\_\_

Plot Depth: Left \_\_\_\_\_ Right \_\_\_\_\_

Structure Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_

Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

Is this a corner lot? Yes \_\_\_\_\_ No \_\_\_\_\_

Structure: Width\_\_\_\_\_ Depth\_\_\_\_\_ Height\_\_\_\_\_

Number of Family Units\_\_\_\_\_

A plot/site plan showing plot sizes, the structure located on the plot, the sizes of the structure marked, and the setbacks marked is attached?

Yes\_\_\_\_\_ No\_\_\_\_\_

Pursuant to the Germantown Zoning Ordinance and the New York State Fire Prevention and Building Codes, the applicant hereby agrees to:

1. Comply with all applicable laws, ordinances and regulations.
2. Supply the Town with the names and telephone numbers of all contractors as soon as they are available.

GENERAL CONTRACTOR\_\_\_\_\_ Tele. No.\_\_\_\_\_

ESTIMATED COST\_\_\_\_\_

ELECTRICAL CONTRACTOR\_\_\_\_\_ Tele. No.\_\_\_\_\_

ESTIMATED COST\_\_\_\_\_

PLUMBING CONTRACTOR\_\_\_\_\_ Tele. No.\_\_\_\_\_

ESTIMATED COST\_\_\_\_\_

HEATING-AIR  
CONDITIONING CONTRACTOR\_\_\_\_\_ Tele. No.\_\_\_\_\_

ESTIMATED COST\_\_\_\_\_

3. Upon approval of a Building Permit, one copy of the permit, together with an approved set of plans and specifications shall be kept on the premises and available for inspection through the progress of the work.
4. Work covered by the application for a Building Permit may not be started before the issuance of the permit and no work may be performed beyond the point of any required inspection until such inspection has been made.
5. Arrange for a required inspection in advance. An appointment for inspection may be made by telephoning the Building Inspector assigned to your project or calling the Town Hall at 537-6687 or the Town Hall recording phone at 537-5600.
6. No use of the building, in whole or in part, until a Certificate of Occupancy is issued.
7. Have the electrical work inspected by, and a Certificate obtained from, the Board of Fire Underwriters or other approved authority.
8. Water and sewage disposal facilities must be approved by the Columbia County Department of Health. Such approval shall precede the issuance of a Building Permit.

9. Every modular or factory manufactured home shall bear the "Insignia of Approval" issued by the New York State Fire Protection and Building Code Council.
10. Approval for the driveway location must be obtained from the Highway Department.
11. The plans for any commercial building, multi-family residence, or one and two family residence of 1500 square feet or more, shall bear the SEAL AND SIGNATURE of the architect or a New York State licensed engineer.
12. Square feet space: Habitable\_\_\_\_\_ Non-Habitable\_\_\_\_\_
13. The fee paid shall be in accordance with the fee schedule set forth in the Germantown Zoning Ordinance.
14. The Building Inspector when showing proper credentials and in the discharge of his duties, is hereby given permission to enter any building, structure, or premises without any interference and without a search warrant, during reasonable working hours.
15. Water and Sewerage disposal facilities plans or confirmation of Soil Tests have been approved by the Columbia County Department of Health and are attached,  
Yes\_\_\_\_\_ No\_\_\_\_\_
16. Construction and floor plans, drawn to scale that you will follow are attached, Yes\_\_\_\_\_ No\_\_\_\_\_

**REQUIRED INSPECTIONS:**

1. Proposed structure and driveway location is staked out prior to any excavation.
2. Footing, prior to pouring concrete.
3. Foundation, prior to backfilling.
4. Framing, prior to enclosing any work.
5. Electrical, prior to enclosing.
6. Plumbing, prior to enclosing.
7. Heating, ventilation, and air conditioning, prior to enclosing.
8. Insulation inspection, prior to enclosing.
9. Columbia County Health Department and Town approval of septic system and water system, prior to enclosing.
10. Final inspection, prior to issuing a Certificate of Occupancy.

I hereby certify that the information I have presented on this application is true and to the best of my knowledge and that I have read and understand all the information provided to me on this application.

Date\_\_\_\_\_

Signature of Owner\_\_\_\_\_

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**DISAPPROVAL By Building Inspector**

I hereby disapprove this application because it is not in compliance with Germantown's Zoning Ordinance because:

\_\_\_\_\_ The proposed use is not allowed in the particular zoning district.

\_\_\_\_\_ This application requires a special exception permit from the Zoning Board of Appeals.

\_\_\_\_\_ There is not sufficient land to permit the structure.

\_\_\_\_\_ The required setbacks are unobtainable.

Explanation by Building Inspector:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit #

\_\_\_\_\_  
Signature - Building Inspector