

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

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<http://www.townofcortlandt.com>

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Residential Addition and Alterations Building Permit Information

- Building permit application
- Two copies of Completed construction documents signed and sealed by a New York Licensed Design Professional (Architect or Engineer)
- Street opening or driveway permit, if required
- Planning or Zoning Board of Appeals approvals, if required
- Architectural Review Committee and/or Open Space Committee, if required
- Two (2) sets of Building plans
 - The drawings must be to scale and the following must be included:
 - Detailed floor plans
 - Complete floor plan of each level. If previous drawings are available at Town Hall that shows existing conditions they may be included.
 - Existing square footage and proposed square footage of every room or space.
 - Square footage of each level or story
 - Identify all rooms and spaces
 - Egress locations
 - Smoke Alarm and Carbon Monoxide Detector locations
 - Receptacles, Lighting, Switches that are required to show compliance with Chapter 3 Building Planning.
 - Exhaust fans
 - HVAC, Boiler and/or furnace location(s)
 - Sections and Details
 - Footing/foundation drains
 - Reinforcing for footing, foundation and slabs
 - Concrete specifications
 - Height of backfill against foundation wall
 - Wall Sections
 - Porch and/or Deck Sections and Details
 - Plumbing Riser Diagram if new or relocated fixtures are proposed
 - Exterior Elevations
 - Overall height (Highest point of roof to average grade.)
 - Floor to ceiling height
 - Relationship to the existing residence
 - Number of stories above grade
 - Additional Requirements
 - Current Town Geographic and Climatic Design Criteria.
 - Stair & Railing details including Rise and Run
 - Required fire rated assemblies
 - Type, Size, and spacing of new and existing framing members
 - Size and spacing of new and existing beams and posts
 - Type and size of new and existing floor, sheathing, and siding material
 - Window and door schedule. Identify emergency escape and rescue openings.

- Required/Proposed light and ventilation requirements
- Detail(s) at locations of all insulated areas
- Show compliance with the Energy Code

Mechanical Equipment and flues

- Submit shop drawings from manufacturer
 - Flues must be sized for all appliances connected. Show allowable BTU rating for flue and Maximum BTU's from all appliances
 - Details for method(s) to provide compliant combustion air.
- Two (2) copies of Sprinkler Design Plans and calculations sealed by a NYS Licensed Architect or Engineer, as required
 - One (1) copy of a current Survey signed and sealed by a NYS Licensed Surveyor showing existing conditions.
 - Two (2) copies of current Site Plan sealed by Architect or Engineer, identifying all Existing to remain and all structures or portion of to be demolished.

The following must be included on the plot plan:

- Zoning Bulk Table noting required/allowed, existing, and proposed.
- Show all dimensions of all property lines
- Identify scale used
- Name of all adjacent roads and driveway location.
- Easements for utilities including overhead
- Vehicle parking areas identified
- All existing structures (including pools) shown and labeled as to their use and the distance from proposed structure and property lines.
- Distance from the proposed structure to ALL property lines
- Location of any stream, lake or body of water within 100 feet of the property line. State or Federal designated wetlands
- Utility service, water connection and sewer system location, connection and details including backflow prevention.
- Location of Trees to be removed and application.

It is noted the information above is not necessarily a complete list of items or information required to demonstrate compliance. It is the Licensed Design Professionals responsibility to indicate with sufficient clarity and detail the nature and extent of the work proposed and substantiate that the proposed work will comply with the Uniform Code and the Energy Code.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.