

Town of Glenville

Submittal Information for

COMMERCIAL ALTERATIONS OR REPAIRS

Complete and accurate information will expedite the plan review process.

- Detailed existing and proposed floor plans are required.
- Two sets of detailed construction documents. Plans signed and stamped by a design professional may be required.
- The following list is intended to be used as a guide. Additional information or materials may be required by the Building Inspector to complete a full review.

1. Insurance Information for Contractors

- A) All contractors must provide general liability insurance identifying the Town of Glenville as the certificate holder.
- B) All contractors must provide proof of workers' compensation and disability benefits coverage or approved waivers from the Workers Compensation Board.

2. Two copies of the Construction Documents and Supporting Information

- A) Title page with pertinent information such as: (show both required and provided)
 - a) Title Block
 - b) Use and Occupancy Type
 - c) Type of Construction
 - d) Design standards (snow load, wind, etc)
 - e) Occupancy load calculations
 - f) Height and area calculations
 - g) Other information necessary for review
- B) Foundation Plan and detail
 - a) complete and accurately dimensioned
- C) Framing Detail including fire resistance rated construction location and details
- D) Floor Plan
 - a) each room must be accurately dimensioned and identified by use.
 - b) window location and sizes
 - c) location of plumbing fixtures
- E) Means of Egress Compliance (Chapter 10 of the NYS Building Code)
 - a) door locations, sizes and swing direction
 - b) location and dimensions of stairs, stoops, landings, ramps and direction of travel
 - c) exit signs
- F) Accessibility compliance details (Chapter 11 of the NYS Building Code)
- G) Fire Protection System Details (Chapter 9 of the NYS Building Code)
- H) NYS Energy Code Compliance Details