

## Town of Glenville

### Submittal Information for

### NEW COMMERCIAL STRUCTURE OR ADDITION

- Two sets of construction documents signed and stamped by a design professional must be submitted.
- 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.

**Complete and accurate information will expedite the plan review process.**

#### 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 site plan as approved by the PZC and/or ZBA (if applicable):

#### 3. Two sets of 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