

- Work that is greater than twenty thousand dollars in current market value or involves structural changes require plans that are signed and stamped by a design professional.
- The following items are to be provided with the application for a building permit. 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.

Provide two sets of the following:

1. Floor Plan(S)

- a. Floor plan of existing
- b. Floor plan of proposed
- c. complete and accurate dimensions of all rooms
- d. identify room use by name
- e. door and window location and sizes
- f. location and dimensions of stairs, stoops, landings and direction of travel
- g. handrail and/or guardrail - height and spacing of stiles or rails
- h. location of fireplace, type of fireplace, hearth size
- i. smoke & carbon monoxide detector(s) location
- j. location of plumbing fixtures, cooking appliances and exhaust fans

2. Cross Section(S) - 1/4" Scale Minimum (Provide necessary cross sections which are sufficiently detailed so as to indicate the location, nature and extent of the work proposed)

- a. stairway: rise, run, headroom and handrail
- b. ceiling heights

3. Energy Code compliance information

- a. All new construction must show compliance with the Energy Conservation Construction Code of New York State. See information at www.dos.state.ny.us/code/energycode/nyenergycode.htm.
- b. label foundation insulation, R-value and vapor barriers

4. 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.

- Periodic construction inspections are required.
- A Certificate of Occupancy must be issued by the Building Department prior to occupancy of the converted / altered space.