

Village of Potsdam

P.O. Box 5168, Potsdam, New York 13676

Instructions for Filling Out and Submitting a Village of Potsdam Building Permit Application.

Village of Potsdam Code Article VIII §180-35.

- a Permit required. Any one or combination of the following shall require a building/use permit:
- (1) Any building, structure, installation, use or occupancy required to obtain a permit under Chapter 110, Housing Standards, of the Village Municipal Code.
 - (2) The construction, erection or placement of any building or structure.
 - (3) The expansion, addition or alteration of a building or structure that would in any way alter its exterior dimensions, its interior structural members or the provision for entrance or exit.
 - (4) The introduction of any new, additional, changed or expanded use; except the use of a one- or two-family dwelling unit previously used for that same, respective purpose.
 - (5) The alteration of any shoreline or major land form.

(The Village of Potsdam Code can be viewed in its entirety at the Potsdam Public Library.)

You may fill out the permit online and print the completed application, or print out the application and fill it in by hand. Submit this application along with all pertinent information of the project including but not limited to a layout or plot plan drawn to scale in ink on a minimum sheet size (8 1/2 X 11) showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of any existing and proposed principal and accessory buildings and such other information such as distance to property lines from proposed buildings, from present buildings, etc. The building permit application and supporting documentation may be hand delivered to the Code Enforcement Office located in the Planning and Development Office, 2 Park Street, Civic Center Basement, Potsdam, or may be mailed to the following address:

Village of Potsdam
Code Enforcement Office
P.O. Box 5168
Potsdam, New York 13676

The Code Enforcement Officer will review the application and, if approved, issue a building permit. The office will notify you when the permit is ready to be picked up and you will do so in the Cashier's office on the second floor in the Civic Center. If there is any problems with the permit, questions need to be answered, or the application needs to be reviewed by the Planning or Zoning Board, the Code Enforcement Officer will contact you to advise you of the next step. Please make sure your phone number is correct. Issued permits need to be picked up and paid for as soon as you are notified. If there are any questions, please call the office at (315) 265-7678.

Village of Potsdam

Application for Building or Zoning Permit

The undersigned hereby makes an application for a BUILDING or ZONING PERMIT for the purpose and on the site described herein, and agrees that such purposes shall be undertaken in accordance with all the applicable laws, ordinances and requirements of the Village of Potsdam, the County of St. Lawrence and the State of New York.

Section 1203 of Title 19 of NYCRR mandates the following information as part of this permit application. By signing this form you acknowledge understanding and compliance of the following:

CONSTRUCTION DOCUMENTS shall not be accepted unless such documents are prepared by a NY registered architect or licensed professional engineer where so required by the education law; 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.

WHEN A BUILDING PERMIT has been issued in error because of incorrect, inaccurate or incomplete information, such permit shall be revoked or suspended. CONSTRUCTION INSPECTIONS - Permitted work shall be required to remain accessible and exposed until inspected and accepted by the government agency enforcing the Uniform Code. Permit holders shall be required to notify the government agency when work is ready for inspection. INSPECTIONS shall be made: Prior to issuance of permit; footing and foundation; preparation of concrete slab; framing; building systems, including underground and rough-in; fire resistant construction & penetrations; solid fuel burning heating appliances, chimneys, flues or gas vents; energy code compliance; final inspection after all work has been completed.

CERTIFICATE OF OCCUPANCY OR COMPLIANCE: a certificate of occupancy or a certificate of compliance shall be required for any work which is the subject of a building permit and for all structures which are converted from one use or occupancy to another.

PERMISSION to use or occupy a building or structure shall be granted only by issuance of a certificate of occupancy or compliance.

Applicant's Name: _____ Date: _____

Phone # (daytime): _____ Address where work will take place: _____

General Contractor: _____ Telephone: _____

Description of Purpose: (check one)

To: Use Alter Repair Remove Install Erect Extend Demolish Occupy the legal nonconforming use of a structure or land.

Is this property owned by the applicant? Yes () No ()

If not, does the applicant have permission from owner for construction? Yes () No ()

Briefly describe the project:

Cost of Project (rounded): _____ Owners Signature: _____

DO NOT WRITE BELOW THIS LINE Agent

Application No. _____	Permit Fee _____	<u>Existing Building Code:</u>	
Permit No. _____	Truss ID Fee _____	Classification of Work _____	Compliance with Chapters _____
Tax Map Number: _____	Street No. _____	Street _____	Lot Size _____
District Classification _____	Use _____	Type Of Construction _____	Corner Lot ()
Occupancy _____	Dwelling: Owner Occupied SFD () Rental ()		

Site Plan Review ()	Special Permit ()	Flood Plain ()	Permitted Use ()
Area Variance ()	Subdivision ()	SEQR ()	Registered ()
Use Variance ()	County Referral ()	DPW Review ()	

Worker's Comp. ()
Disability ()
CE-200 ()
BP-1 ()

Issued on _____ 20____ By _____

TABLE RR301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND	WIND SPEED _d (mph)	SEISMIC DESIGN	SUBJECT TO DAMAGE FROM _{1,2}			Ice shield	Flood
		CATEGORY _e	Weathering _a	Frost line depth _b	Termite _c	underlayment required _g	Hazards _f
60	80	DO	SEVERE	48"	NONE	YES	

For SI: 1 pound per square foot = 0.0479 kPa; 1 mile per hour = 0.447 m/s.

- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., negligible, moderate or severe) for concrete as determined from the Weathering Probability Map [Figure RR301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- b. The frost line depth may require deeper footings than indicated in Figure RR403. 1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction shall fill in this part of the table with to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure RR301.2 (4)]. Wind exposure category shall be determined on a site-specific basis in accordance with Section RR301.2.1.4.
- e. The jurisdiction shall fill in this part of the table with the seismic design category determined from Section Rr301.2.2.1.
- f. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date (s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.
- g. In accordance with Section RR905.2.7.1, Section RR905.4.3.1, Section RR905.5.3.1, Section RR905.6.3.1, Section RR905.7.3.1 and Section RR905.8.3.1, where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."
- i. The ground snow loads to be used in determining the design snow loads for roofs are given in Figure RR301.25(5) for sites at elevations up to 1000 feet. Sites at elevations above 1000 feet shall have their ground snow load increased from the mapped value by 2 psf for every 100 feet above 1000 feet.