



Town of Clifton Park
Department of Building and Development
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A Guide to Residential Construction





This pamphlet has been designed for the new homeowner -- those that are planning to build new homes, and those that are planning additions or alterations to existing residences in the Town of Clifton Park.

To obtain the required permits, you or your contractor must submit to the Department of Building and Development

- Two (2) sets of construction plans no larger than 11" x 17"
- a copy of the plot plan
- a copy of the applicants liability & workman's compensation certificate of insurance

All plans must be reviewed and approved by the Building Department before a permit can be issued. In most cases, review will take a relatively short time, depending on the completeness of your submission. If the project is to cost in excess of \$10,000, the plans must be stamped and signed by a New York State licensed architect or engineer. All others must be legible, hand-drawn detailed diagrams of the proposed work, showing dimensions, types of materials used, details (such as footings), attachment to an existing structure and other information as may be required by the Building Department which may still require an engineer's stamp.

On the plot plan, please show placement of project. Indicate side and rear setbacks and distance from the foundation of house. If you do not have a plot plan, you can ask us to search our records to see if we have one on file. If none can be found obtaining a tax map from the Assessor's office may suffice by sketching the location of the project on it, indicating front, side and rear setbacks. If this is not sufficient due to the nature of the project, a survey may be required.

Upon approval of your plans, completion of the application, and payment of the fee, a building permit will be issued. The permit card must then be posted so that it is visible from the street while construction is in progress.

At time of issuance, the applicant will be informed of specific inspections which the applicant is required to schedule during construction.

In cases where a Certificate of Occupancy or a Certificate of Compliance is required, such will be issued only upon successful completion of all requirements.

RESIDENTIAL FEE SCHEDULE

Building/Remodeling/Alteration	
	<u>\$20.00 per 100 sq. ft.</u> or portion thereof, of habitable space including garage, but not cellar.
Shed	\$15.00 per 100 sq. ft., or portion thereof above 200 sq. ft. No permit is required for any structure less than 200 sq. ft. Zoning setbacks must be adhered to. Minimum fee \$75.00
Swimming Pool	\$60.00
Reroof (Houses/Garage/Accessory Building).....	\$60.00
Reside	\$60.00
Patio/Porch/Deck	\$60.00
Satellite Dish	\$60.00
Fireplace/Insert/Woodstove/Chimney/Gas Logs	\$60.00
Furnace/Boiler/Water Heater	\$60.00
Sewer Connection	\$60.00
Septic System (New or Replacement)	\$60.00
Revision of original permit	\$75.00
Solar Panels.....	\$75.00

THE MINIMUM FEE FOR ANY RESIDENTIAL PERMIT IS \$60.00