

## **Tips from the Building Department:**

Do you have an open or expired Building Permit? Are you missing your Certificate of Occupancy?

Please contact the Building Department to schedule an inspection so we can close out your building permit and issue a Certificate of Occupancy.

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## ***For new construction, renovations, demolition***

Here are answers to the most frequently asked questions about Building Permits. Following the process outlined makes projects easier and ensures construction is up to New York State code, protecting you, your family, and your investment.

### **Who makes the rules for Building Permits?**

Requirements are set by:

- NY State Uniform Fire and Building Code
- County Health Department
- NY State Insurance Law
- 911 Address Numbers
- Austerlitz Zoning and Subdivision Laws.

### **When do you need a Building Permit?**

#### **New Construction**

- All new construction including accessory structures larger than 144 sq ft.
- Accessory uses not enclosed within a building. (swimming pools, tennis courts, fences, signage, etc.)

#### **Structural Changes**

- Interior & exterior changes to partitions or any part of the assembly of a building.
- Windows/doors that change the entry, exit or circulation within a building.
- Re-roofing, siding requiring structural work, porch/deck changes.

#### **Electric & Plumbing**

- Alterations or installation of building systems including electrical work, generators, plumbing including installation of hot tubs and hot water heaters, solar panels, windmills.

#### **Heating & Cooling**

- Installation or replacement of solid fuel outdoor boilers, gas and oil fired furnaces or boilers, wood burning or pellet stoves, conversion of a fireplace to a wood burning or pellet stove, fireplace inserts and chimney liners.

#### **Change of Use**

- Changes to the use or occupancy of a structure (from a residence to an office, from single family to two family, etc. ) to make sure the new uses conform with regulations and codes.

#### **Demolition**

- Demolition of principal structures and most types of accessory uses.

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# APPLICATION PROCESS

## Contact the Building Department

- Get a list of the information you will need for the application.
- When you bring in the information you need, and your plans meet all the rules and regs, you will receive your permit.

## Insurance

- Homeowners—copy of liability certificate of insurance. • Contractors—copies of liability and Workers' Comp certificates.

## Referrals

Depending on your project, you may be referred to:

- Austerlitz Highway Superintendent, for driveways.
- Columbia County Health Department, for septic systems.
- Austerlitz Planning Board, for property subdivision, changes to lot lines, or a special use permit.
- Austerlitz Zoning Board of Appeals, for an area or use variance, or a zoning interpretation.

## Fees

- Building Permits cost \$4 per \$1000 of the cost of the work you plan to do, with a minimum of \$25. Permits are good for 2 years. (Fees are set at a level to cover Building Department costs.)
- Demolition Permits -\$25 for accessory use, \$50 for residential and \$100 for commercial buildings.
- Permits must be renewed if the work is not complete or inspections are not done before the permit expires. Renewal fees are 10% of the original building permit fee *for every year since it expired* and are good for one year.
- Certificate of Occupancy/Compliance—\$25. Certificate of Inspection—\$75 (outdated permits)

## Inspections

- Inspections are required during the construction phases of your project, which are identified on your Building Permit Poster.
- It is your responsibility to schedule all inspections, including a final inspection to get your Certificate of Occupancy.
- Businesses, or places of assembly, are subject to an annual fire inspection.

## ***When don't you need a Building Permit?***

- Accessory structures 144 square feet or less do not require a permit, but must be installed in compliance with the Zoning Ordinance requirements for setbacks and proximity to the primary residence on the property.
- Painting indoors or outdoors
- Minor repairs and maintenance with no structural changes, including siding, roofing, or cleaning up your yard.