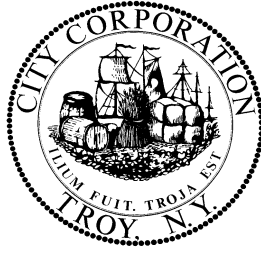


Patrick Madden
Mayor



Andrew J. Donovan, P.E.
City Engineer

Monica Kurzejesk
Deputy Mayor

Bureau of Code Enforcement

Work Permit Submission Requirements

The following is a guide for the homeowner or contractor who is proposing to submit construction documents for the purpose of obtaining a work permit. It is not all inclusive and the Code Enforcement Officer reserves the right to ask for further materials or submission requirements as he/she deems appropriate. Not everything listed below may be required for your specific case. Submit application, documents, and drawings at the Code Enforcement Office or via email- Buildingpermits@troyny.gov . Any questions feel free to contact us at 518-687-1140 or via email.

- 1) **Completed permit application, 2 copies of all documents, and drawings and a PDF-** (if engineering plans)
- 2) **Site Plan-** must show location of proposed structure in relationship to existing structures and property lines using dimensions (required for new building, additions, accessory structures, fence installation, and pools)
- 3) **Floor Plan(s)** (drawings must be fully dimensioned and drawn with a straight edge)
 - a.) Existing Floor Plan
 - b.) Proposed Floor Plan
 - c.) Room names with dimensions
 - d.) Door and Window –location and size
 - e.) Stairs- location, dimension, and direction of travel
 - f.) An electrical layout showing receptacles, switching, fixtures, smoke detectors, carbon monoxide detectors, GFCI outlets, main panels and main shut off switches
 - g.) Fire separations, i.e. fire rated walls. Show locations
 - h.) Mechanical layout showing furnace/boiler/HWH locations
- 4) **Plumbing Riser Diagram-** includes any new or replacement of supply or sanitary piping; must include pipe material and size. Proper venting must be shown.
- 5) **Mechanical Equipment-** furnaces, boilers, fire places, fire place inserts, space heaters, wood stoves, pellet stoves, etc. Provide the manufacturers specifications, owner's manual and installation instructions. Be sure to include the UL number.

City Hall, 433 River Street, Suite 5001
Troy, New York 12180
518-687-1140, Buildingpermits@troyny.gov

6) **Foundation plan**- must include footing, pier and foundation wall locations. It should be fully dimensioned and have a foundation wall detail.

E.g. rebar sizing & spacing, step footing details, concrete specifications.

7) **Framing plan**- It must include structural member material, size, span, spacing and direction. Include connection details, fasteners, bracing, etc. as required.

8) **Construction Details**- e.g., If you are proposing a new wall show a detail of the wall which includes the framing, sheathing, insulation, gypsum board, vapor barrier, etc.

9) **Building exterior elevation views**. An elevation view shows a side view of a face of a building. It should include locations of windows, doors, decks, light fixtures, chimneys and architectural features (siding, roof coverings, shutters, etc.).

10) **Building section views**. A section view is a slice through a building, which shows primarily the structural framing. It will typically include roof slopes, insulation cavities, ceiling heights, slabs, foundation drains, etc.

11) **Engineered truss documentation** is required to be designed and signed/sealed by a NYS licensed engineer or architect. They may only be used for the intended application. Temporary and permanent bracing procedures must be included.

12) **Footing design** form will be required before the placement of any new footing, pier or foundation wall. Ask for a copy from the Code Enforcement Office. It may be handed to the inspector in the field or submitted to the office prior to construction.

13) **Sprinkler plan**- must show intended coverage, sprinkler head locations, riser locations, branch piping, all associated appurtenances (include a detail), supply piping. A hydraulic analysis report must be included.

14) **Detailed scope of work and work locations**

When is an Engineer or Architect required?

The NYS Education Law, Article 145, Chapter 7209; Article 147, Chapter 7307 requires that the construction documents bear the seal and signature of a NYS licensed engineer or architect in the following instances:

-Alterations of any building or structure if the cost exceeds \$20,000.00 or if the changes affect structural integrity or public safety. (Cost shall include materials and labor).

-All new construction of buildings or structures with the exception of residential buildings with a gross floor area of 1500 square feet or less and farm buildings.

-At the discretion of the Plans Examiners