



Department of State Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 486-4487
<https://dos.ny.gov>

Permit Application

Instructions to Applicant

A building permit is required for the construction, renovation, alteration, repair, relocation, demolition, use, and occupancy of any building, structure, or portion thereof. A building permit is also required for the installation, replacement, or modification of electrical devices, heating equipment, cooling equipment, or wood burning devices. Building permit requirements (including exemptions) are identified in 19 NYCRR §1202.3.

An operating permit is required prior to conducting certain processes or activities, or for operating certain types of buildings, structures, or facilities. Operating permit requirements are identified in 19 NYCRR §1202.8.

- Complete Parts 1-8 and 10-11 if you are applying for a building or demolition permit.
- Complete Parts 1-6, and 9-10 if you are applying for an operating permit.
- Complete all Parts if you are applying for a building permit and an operating permit.

This application applies only to those counties and local governments where the Department of State (DOS) enforces the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code (the Codes). Application procedures are contained in Part 1202 of Title 19 of the Official Compilation of Codes, Rules, and Regulations of the State of New York (NYCRR). Copies of Part 1202 are available upon request.

DOS will issue a permit after it determines that the application is complete and the proposed work conforms to the applicable requirements of the Codes. DOS must be notified of any changes to the information contained in the permit application during the period that the permit is in effect. Applicants must consult with their local government officials as well as with New York State and federal agencies, as applicable, to determine if a zoning permit or other permit is also required. If you require assistance, please contact the Regional DOS Representative or the Albany Office at: (518) 474-4073.

Applicants must submit one hardcopy or one electronic copy of the completed application and construction documents to their Regional DOS Representative. The hard copy of the completed application and the application fee must be submitted to:

NYS Department of State
Division of Building Standards and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001

Building/Demolition Permit #: _____ (DOS Staff to complete)

Operating Permit #: _____ (DOS Staff to complete)

Part 1: Permit Information

Check all the boxes that apply. I am submitting this application to obtain:

A Building Permit A Demolition Permit An Operating Permit

Enter the name of the proposed or existing building where work will be performed or for which an operating permit is required. Leave blank if unknown.

Building Name: _____

For existing buildings, enter the building ID. Leave blank if unknown. ID: _____

Enter the address of the building where work will be performed or for which an operating permit is required. If the project site does not have an address (such as for certain outdoor activities associated with an operating permit), leave blank and attach directions to the site.

Street Address: _____

City: _____ State: _____ Zip: _____

Municipality: _____ County: _____

Are detailed directions to the project site attached? Yes Not applicable

Enter the Tax Map ID. This can be obtained from the local assessor, by reviewing the appropriate tax map, or by contacting the county real property tax office.

Tax Map ID: _____

Part 2: Owner Information

According to 19 NYCRR §1202.2 (b)(2), "Owner" is defined as: *any person or entity, or duly authorized representative of said person or entity, that meets any of the following:*

- (i) *has any legal or equitable interest in the building or structure; or*
- (ii) *is recorded in the official records of the state, county, or municipality as holding an interest or title to the building or structure; or*
- (iii) *has possession or control of the building or structure, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.*

Enter the name of the Owner in the space provided. If the Owner is not a person, such as in the case for county owned buildings, enter the name of the entity who owns the building.

Name of Building Owner: _____

If the Owner is not a person, such as for county owner buildings, enter the name and title of the person who represents the Owner. For example: John Smith, Chief Executive Officer or Jane Smith, County Supervisor.

Enter the contact information for the building Owner or Owner's Representative, as applicable, in the spaces provided. Check the appropriate box to indicate whom the information pertains.

The following contact information pertains to the: Owner Owner's Representative

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Part 3: Agent Information and Authorization

The Agent is an individual designated by the building Owner or Owner's Representative to act on behalf of the Owner in matters associated with this application and the associated permit(s). Enter the contact information for the Agent in the spaces provided.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Agent Authorization: As the building Owner/ Owner's Representative of the building/real property indicated above, I duly authorize _____ as my Agent to represent my interest concerning this building permit application related to this project.

Owner/Owner's Representative Signature: _____

Date: _____

Note to Applicant: Additional Agent Authorization may be attached to this application or submitted separately.

Part 4: Applicant Information and Certification

Enter the name and contact information of the individual who completed this application (the Applicant). This must be either Owner or Authorized Agent. Sign and date where indicated.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Applicant Certification: I hereby certify that I have read the instructions, examined this application, and know it to be correct. I understand that the granting of a permit by the Department of State does not supersede or waive any requirement for the proposed work to comply with all applicable zoning, state, and federal requirements, whether specified herein or not.

Applicant Signature: _____ Date: _____

Part 5: Contractor Information

Enter the name and contact information of the General Contractor in the spaces provided. Leave blank if not applicable.

Business Name: _____

Contact Name and Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Workers' Compensation and Disability Benefits must be provided if wages are to be paid to anyone working on this project. Will wages be paid for performance of this work? Yes No

If "Yes", then provide the name of the insurance carrier for Workers' Compensation and Disability Benefits in the space provided. Attach proof of the coverage with this application.

Has proof of coverage been attached to this application: Yes

Part 6: Design Professional Information

Enter the name and contact information of the Design Professional in the space provided. Leave blank if not applicable.

Name of Design Professional of Record: _____

I am a: Professional Engineer Registered Architect

NYS Professional License #: _____ Registration Expiration Date: _____

Firm Name (if not sole practitioner): _____

Certification of Authorization # (for professional engineering firms only): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Part 7: General Project Information

This part must be completed by the Design Professional of Record. If the project does not require a design professional, the Applicant must complete it. Information and documentation required by this part does not supersede or otherwise preclude information that is required to be provided by the Codes.

Select the nature of the proposed work. Check all that apply.

- New Construction Addition Renovation/Alteration Change of Use
- Change of Occupancy Relocation Demolition Repair
- Work related to electrical, heating, cooling, or wood burning devices, systems, and/or equipment
- Other (please specify): _____

In the space provided, identify the location, nature, extent, and scope of work. The description must also identify the existing and proposed occupancy classifications and uses of the building (pursuant to Chapter 3 of the BCNYS). Attach additional sheets if needed.

Estimated Start Date: _____ Estimated Completion Date: _____

Does the project involve the abatement or removal of asbestos, lead-based paint, or other hazardous materials or substance? Yes No Unknown

If "Yes" or "Unknown", please explain in the space provided.

Is the following information clearly identified in the construction documents? Check "N/A" for Not Applicable. Check boxes must not be left blank.

- Yes N/A Existing and proposed occupancy classifications and uses pursuant to Chapter 3 of the BCNYS.
- Yes N/A Occupant load of all the assembly areas.
- Yes N/A Area of the proposed building.
- Yes N/A Allowable building area pursuant to Section 506 of the BCNYS.
- Yes N/A Allowable area increase pursuant to Section 506 of the BCNYS.
- Yes N/A Area of each building addition.
- Yes N/A Area of each building or portion thereof that is undergoing an alteration.

- Yes N/A Area of each building or portion thereof that is undergoing a change of occupancy.
- Yes N/A Area of each building or portion thereof undergoing a change of use.
- Yes N/A Building height, in stories above grade plane.
- Yes N/A Building height, in feet above grade plane.
- Yes N/A Building perimeter that may be classified as frontage pursuant to Section 506 of the BCNYS.
- Yes N/A Construction type applicable to the proposed work pursuant to Chapter 6 of the BCNYS.
- Yes N/A Design information pertaining to a proposed sprinkler system.
- Yes N/A Documentation to demonstrate compliance with the fire protection water supply requirements of the code. If "Yes", identify where this documentation is provided.

Yes N/A Documentation to demonstrate compliance with the water supply requirements of the code applicable to plumbing fixtures. If "Yes", identify where this documentation is provided.

- Yes N/A The location, construction, size, and character of all portions of the means of egress.
- Yes N/A The number of occupants to be accommodated on every floor and in all rooms and spaces.
- Yes N/A A representation of the building thermal envelope.
- Yes N/A Information pertaining to the structural elements. Such elements include, but are not limited to, braced wall designs, the size, section, and relative locations of structural members, design loads, and other pertinent structural information.
- Yes N/A Information pertaining to the proposed building systems, including modifications made to existing systems. These systems include, but are not limited to, the structural, electrical, plumbing, mechanical, and fire protection systems.
- Yes N/A Climatic and geographic design criteria per 19 NYCRR 1202.
- Yes N/A A site plan that is drawn to scale and drawn in accordance with an accurate boundary survey. The site plan must show the size and location of new construction and existing structures and appurtenances on the site, distances from the lot lines, the established street grades, the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations.
- Yes N/A The design professional's seal, license number, registration expiration date, and signature. If the design professional is not a sole practitioner, the design professional's firm name must be provided. If the documents are submitted by a professional engineering firm, the firm's Certificate of Authorization number must be provided.
- Yes N/A Statement of special inspections.
- Yes N/A Statement indicating project compliance with the Energy Code.
Reference: 19 NYCRR §1202.3 (d)(7); ECCCNYC C105.2.2 and R105.2.2.

Note to Applicant: In addition to the above information, the construction documents must show that the proposed work will conform to the applicable provisions of the Codes. This is further described in Section 106 of the Building Code of New York State, section 106 of the Existing Building Code of New York State, and Sections C105 and R105 of the Energy Conservation Construction Code of New York State.

Identify the type of water supply.

Municipal New well Existing well Other: _____

Documentation must be provided to demonstrate compliance with all applicable regulatory requirements for the installation, disinfection, and protection of private water supplies. If this documentation provided?

Yes It will be provided to DOS prior to installation Not applicable

Documentation must be provided to demonstrate compliance with all applicable regulatory requirements for the protection of public water supplies. If this documentation provided?

Yes It will be provided to DOS prior to installation Not applicable

Documentation must be provided to demonstrate compliance with all applicable regulatory requirements for the collection, conveyance, treatment, and disposal of the new or additional wastewater associated with the proposed work. Is this documentation provided?

- Yes It will be provided to DOS prior to installation Not applicable

Is the proposed work within a flood hazard area? Yes No

Part 8: Variance Questionnaire

Uniform Code

1. Does this project require a variance to one or more provisions of the Uniform Code?

- Yes No

a. If "No", proceed to the Energy Code section below.

2. If a variance is required, has the variance application been submitted to DOS?

- Yes No

a. If "No", provide the date that the variance application will be submitted. If the date is unknown, state "Unknown".

3. If a variance application has been submitted, has it been approved?

- Yes No

a. If "Yes", provide the petition number and a copy of the approval(s) with this application.

b. If "No", provide the date that the application is expected to be acted upon. If the date is unknown, state "Unknown".

4. If a variance is required and the application has not been submitted, approximately when will it be submitted? If the date is unknown, state "Unknown". _____

5. Was a variance granted for work that was performed or was scheduled to be performed as a part of a prior construction project for the property in question?

- Yes No

a. If "Yes", provide the petition number(s) and a copy of the approval(s) with this application.

Energy Code

1. Does this project require a variance to one or more provisions of the Energy Code?

- Yes No

a. If "No", skip the remainder of this section.

2. If a variance is required, has the variance application been submitted to DOS?

- Yes No

a. If "No", provide the date that the variance application will be submitted. If the date is unknown, state "Unknown".

3. If a variance application has been submitted, has it been approved?

- Yes No

a. If "Yes", provide the petition number and a copy of the approval(s) with this application.

b. If "No", provide the date that the application is expected to be acted upon by DOS. If the date is unknown, state "Unknown". _____

4. If a variance is required and the application has not been submitted, approximately when will it be submitted? If the date is unknown, state "Unknown". _____

5. Did DOS grant one or more variances for work that was performed or was scheduled to be performed as a part of a prior construction project for the property in question?

- Yes No

a. If "Yes", provide the petition number(s) and a copy of the approval(s) with this application.

Part 9: Operating Permit Information

Check all items that are applicable to the proposed operation, use, process, or activity.

- Hazardous Materials – Manufacturing, storing, or handling in quantities exceeding those listed in the applicable Maximum Allowable quantity tables found in Chapter 50 of the FCNYS.
- Combustible Dust-Producing Operations – Chapter 22 of the FCNYS: Facilities where the operation produces combustible dust.
- Flammable Finishes – Chapter 24 of the FCNYS: Operations utilizing flammable or combustible liquids, or the application of combustible powders.
- Fruit and Crop Ripening – Chapter 25 of the FCNYS: Operating a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.
- Fumigation and Insecticidal Fogging – Chapter 26 of the FCNYS: Conducting fumigation or insecticidal fogging operations in buildings, structures, and spaces, except for fumigation or insecticidal fogging performed by the occupant of a detached one-family dwelling.
- Tents, Temporary Special Event Structures, and Other Membrane Structures – Chapter 31 of the FCNYS: Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent where approval is required pursuant to Chapter 31 of the FCNYS.
- High-Piled Combustible Storage – Chapter 32 of the FCNYS: High-piled combustible storage facilities with more than 500 square feet (including aisles) of high-piled storage.
- Tire Rebuilding and Tire Storage – Chapter 34 of the FCNYS: Operating a facility that stores in excess of 2,500 cubic feet of scrap tires or tire byproducts or operating a tire rebuilding plant.
- Welding and Other Hot Work – Chapter 35 of the FCNYS: Performing public exhibitions and demonstrations where hot work is conducted, use of hot work, welding, or cutting equipment, inside or on a structure, except an operating permit is not required where work is conducted under the authorization of a building permit or where performed by the occupant of a detached one- or two-family dwelling.
- Sugarhouse Alternative Activity Provisions – Chapter 40 of the FCNYS: Conducting an alternative activity at a sugarhouse.
- Explosives and Fireworks – Chapter 56 of the FCNYS: Possessing, manufacturing, storing, handling, selling, or using, explosives, fireworks, or other pyrotechnic special effects materials except the outdoor use of sparkling devices as defined by Penal Law section 270.
- Open Burning, Recreational Fires and Portable Outdoor Fireplaces – Section 307 of the FCNYS: Conducting open burning, not including recreational fires and portable outdoor fireplaces.
- Open Flames – Section 308 of the FCNYS: Removing paint with a torch, or using open flames, fire, and burning in connection with assembly areas or educational occupancies.
- Mobile Food Preparation Vehicles – Section 319 of the FCNYS: Operating a mobile food preparation vehicle.
- Energy Storage Systems – Where the system exceeds the values shown in Table 1206.1 of the FCNYS or exceeds the permitted aggregate ratings in section R327.5 of the RCNYS.
- Assembly Areas buildings containing one or more assembly areas.
- Outdoor Events where the planned attendance exceeds 1,000 persons.
- Hazardous Production Materials.
- Facilities that store, handle, or use hazardous protection materials.
- Parking Garages as defined in 19 NYCRR 1202.11.
- Hazard to Public Safety.
- Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by the Department of State.

An application for an operating permit must contain sufficient information to enable the Department to determine that quantities, materials, and activities conform to the requirements of the Uniform Code, including any necessary tests or reports to verify conformance. In the space provided, describe the proposed operation, use, process, or activity that requires an operating permit. Enclose all appropriate documentation to demonstrate compliance with the Uniform Code.

Has all appropriate documentation been provided to demonstrate code compliance? Yes

Part 10: Additional Information

In the space provided, describe any additional project information that was not described or identified in the above Parts. Attach additional sheets if needed.

Part 11: Application Fee

In the space provided, enter the information that is applicable to the proposed work. Use this information to calculate the application fee. Applicants must use the published [Fee Schedule](#) to calculate the application fee.

New Construction

Enter the area of all newly constructed garages, swimming pools, and miscellaneous structures not constructed contemporaneously with the construction of a dwelling (sq. ft.): _____

Enter the number of newly constructed sheds or miscellaneous storage structures that are under 500 sq. ft.:

Enter the area of all newly constructed buildings (sq. ft.): _____

Additions

Enter the area of the proposed additions to garages, swimming pools, and other miscellaneous accessory structures (sq. ft.): _____

Enter the area of all building additions (sq. ft.): _____

Alterations and Renovations

Will alterations be made to electrical, heating, ventilation, air conditioning, and plumbing systems? Yes No

Enter the total area of all alterations and renovations, including those made to structural elements (sq. ft.): _____

Demolition

Enter the total number of buildings and structures that are to be demolished: _____

Enclosed fee

Payments may be made by either check, money order, or government agency voucher. Make checks payable to: NYS Department of State.

The application fee, which is included with this application, is: \$ _____