

# Village of Cobleskill Building Permit Application

378-5 Mineral Springs Rd., Cobleskill, NY 12043  
Phone: 518-234-4661, ext 251 FAX: 518-234-2487

## For Office Use Only

File # \_\_\_\_\_

Date \_\_\_\_\_

District \_\_\_\_\_

SBL # \_\_\_\_\_

Address \_\_\_\_\_

If your project is in the Historic District  
you may need to apply to the Historic  
District Review Commission.

Floodplain \_\_\_ Yes \_\_\_ No

## Information about you

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Cell # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Estimated cost of your project \_\_\_\_\_

Street Address of your project \_\_\_\_\_

## What do you want to do?

Build     Repair     Renovate     Alteration     Addition     Demolish

Please explain what you want to do. (Keep it simple.)

---

---

---

---

## What type of structure are you working on?

Single-Family House     Multi Family Residence     Commercial

Accessory Building     Pool     Deck     Fence

Other \_\_\_\_\_

## What will your structure be used for?

Home     Business     Apartments     Other \_\_\_\_\_

**Village of Cobleskill**  
**Building Permit Application**  
378-5 Mineral Springs Rd., Cobleskill, NY 12043  
Phone: 518-234-4661, ext 251    FAX: 518-234-2487

**Who is doing the work?**

**Owner**     **Contractor**

**Note:** If you are using a contractor, we need their New York State Workers Compensation certificate and so do you.

If the owner is doing the work, we need a completed exemption form (blank form is in the back of this packet).

**Do you own the property?**

**Yes**     **No**

**Note:** If you do not own the property we need the owner's written permission for you to apply (blank form is in the back of this packet).

**What we need from you:**

1. Plot plan. (Show us where the building is or will be located on your land.)
2. Two sets of plans or drawings. (If estimated cost of your project is over \$20,000 you need a design professional.)
3. Dimensions of work area or structure.
4. A list of materials. (See charts on the next page.)
5. Fill out only the chart sections that apply to your project.
6. A copy of your tax map. (We can help you.)

**Village of Cobleskill**  
**Building Permit Application**  
 378-5 Mineral Springs Rd., Cobleskill, NY 12043  
 Phone: 518-234-4661, ext 251 FAX: 518-234-2487

**Foundation**

	<b>Dimensions</b>	<b>Drain</b>	<b>Reinforcement</b>	<b>Type</b>	<b>Insulation</b>
<b><u>Example</u></b>	<b><u>16wide X 8 thick</u></b>	<b><u>4" PVC</u></b>	<b><u># 4 rebar</u></b>	<b><u>Concrete 2500 lb mix.</u></b>	<b><u>2" foam</u></b>
Footer					
Wall					
Floor					

**Structural**

	<b>Dimensional lumber</b>	<b>Spacing</b>	<b>Insulation</b>	<b>Sheathing</b>	<b>Span</b>
<b><u>Example</u></b>	<b><u>2x6 Pine</u></b>	<b><u>16oc</u></b>	<b><u>R-21</u></b>	<b><u>1/2 plywood</u></b>	<b><u>8 feet</u></b>
Exterior Walls					
Interior walls					
Floor 1st					
Floor 2nd					
Roof					
Ceiling Joists					
Trusses					

**Plumbing**

	<b>Fixtures</b>	<b>Drain size</b>	<b>Vent size</b>	<b>Insulation</b>
<b><u>Example</u></b>	<b><u>1 sink, 1 toilet, 1 vanity</u></b>	<b><u>2 inch</u></b>	<b><u>1 1/2 inch</u></b>	<b><u>Yes on hot water</u></b>
Bathroom 1				
Bathroom 2				
Kitchen				
Laundry				

**Village of Cobleskill**  
**Building Permit Application**

378-5 Mineral Springs Rd., Cobleskill, NY 12043  
Phone: 518-234-4661, ext 251 FAX: 518-234-2487

**What type of heat will you have?**

- Oil    Natural Gas    Propane    Electric    Wood    Other

**Do you know the BTU rating of the appliance?**

Yes   What is it? \_\_\_\_\_

No

**What type of hot water?**

- Electric    Natural Gas    Propane    Off Boiler    Other \_\_\_\_\_

**Other Information we may need from you.**

**Please check the box if applicable and include on your drawing.**

- Smoke detectors?   1 in every bedroom, 1 on every floor. Hardwire.
- CO detector?   1 in the lowest level outside sleeping area.
- Vapor barriers?   May be required
- House wrap?
- Electrical work?   If yes, an electrical inspector will need to inspect.
- Stairs?   Maximum rise 8<sup>1</sup>/<sub>4</sub>".   Minimum tread 9", Minimum 36" wide
- Handrails?   May be required.
- Appliance shut off?
- Ground fault circuits?
- Trusses?   We need a copy of the truss certificate. Your supplier can help.
- Elevation certificate (If your property is in the floodplain)

# Village of Cobleskill

## Building Permit Application

378-5 Mineral Springs Rd., Cobleskill, NY 12043  
Phone: 518-234-4661, ext 251 FAX: 518-234-2487

\_\_\_\_\_, **being duly sworn**, deposes and says that he/she is the applicant above named. He/she is the  **owner** or  **agent of said owner** or owners, and is duly authorized to perform or have performed the proposed work, and to make and file this application; that all statements contained in this application package are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**The applicant recognizes that** it may be necessary for Village Staff or members of the Planning Board, the Historic District Review Commission, the Zoning Board of Appeals, and /or the Street Tree Committee to conduct an on site visit of the exterior and /or interior of the property that is the subject of the application.

**The applicant hereby agrees** that such on-site visit(s) may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Boards/Commission members.

**The applicant further agrees**, that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Boards /Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **in the year** \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Notary Public**

**For Office Use Only:**

Permit Fee: \_\_\_\_\_

Receipt of \$ \_\_\_\_\_, Check # \_\_\_\_\_

From \_\_\_\_\_