

**OFFICIAL USE ONLY**

Appl. # \_\_\_\_\_  
Fee \_\_\_\_\_  
Date \_\_\_\_\_  
Rec'd by \_\_\_\_\_  
Parcel # \_\_\_\_\_

City of Albany  
Division of Building & Codes  
Room 303 - City Hall  
24 Eagle Street  
Albany, NY 12207  
Phone (518) 434-5165  
Fax (518) 434-6015



**Application for Zoning and Building Permit**

Is Building Vacant? YES  NO  If vacant, is building currently registered? YES  NO   
Does building contain rental units? YES  NO  If yes, is it currently registered? YES  NO   
If building contains rental units, are all ROP's current? YES  NO  Mail Permit  Pick-up Permit

1. Address of Work: \_\_\_\_\_
2. Permit Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_
3. Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_
4. Architect or Engineer of Record: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_
5. General Contractor/Construction Manager: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_

**General Construction Cost: \$ \_\_\_\_\_**

6. Additional Contractors (where applicable) - \* **Mechanical Contractors must be licensed in the City of Albany** \*
 

Electrical: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____
Plumbing: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____
HVAC: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____
Sprinkler: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____
Elevator: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____
Other: _____	Cost: \$ _____
Address: _____	Phone: ( ) _____

7.  Commercial (4 or more units)     Mixed    **Project Cost Total: \$ \_\_\_\_\_**  
 Residential     Single Family

8. Proposed Work to Be Done: *Please describe in detail work to be done including the **Prior/Current Use** and if applicable the **Proposed Use***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* APPLICANT MUST SIGN APPLICATION & ANSWER QUESTIONS ON REVERSE \*\*\***

9. Sidewalk/Barricade Information – *all questions must be completed:*

Will Work Involve:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Blocking Sidewalk   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Work Adjacent to Sidewalk   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Storing of Materials on Public Right-of-Way   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Opening Street or Sidewalk (If yes, a Separate Permit from Dept. of General Services is Required) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

***If "yes" to any question, a separate Sidewalk/Barricade Application must be completed.***

10. Other

- A. The applicant shall notify the office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information in the application is up to date; and (3) the renewal fee is paid.
- D. All building permits are subject to Zoning/Planning Department approval for existing zoning conditions and ordinances.

11. **CERTIFICATION:**

*I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT AND I WILL ALSO ALLOW ALL INSPECTORS TO ENTER THE PREMISES FOR THE REQUIRED INSPECTIONS. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION AND/OR ZONING.*

**Owner/Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY			
Approvals Required		Approved By	Date
<input type="checkbox"/> Electrical		_____	_____
<input type="checkbox"/> Plumbing		_____	_____
The following special conditions apply to this approval: <i>Planning/Zoning Department conditions and ordinances must be adhered to as a condition of this Permit.</i>			
Name _____ Date _____			
Title _____ Permit Number _____			