

Q: *My permit application was denied and I applied to the Board of Zoning Appeals (BZA) for a variance (or special use permit). I received my approval from the BZA, am I all set to complete the work and/or open my business.*

A: No. Upon receipt of your variance (special use permit) you must still obtain a Building Permit before any work can be done or the business opened. When your variance has been obtained, contact the Division of Building & Codes to reactivate your application.

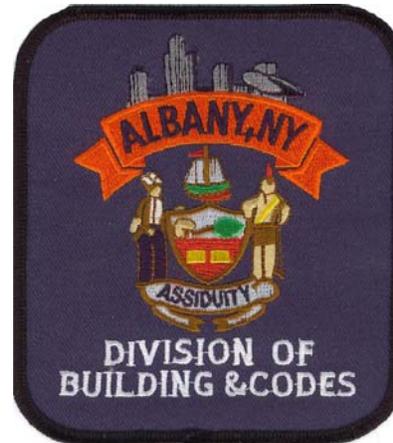
Q: *What insurance requirements have to be met?*

A: Proof of liability insurance with the City of Albany additionally insured must be submitted along with proof of worker's compensation insurance or a worker's comp waiver must be submitted. See the insurance bulletin for more info.

The Division of Building & Codes is committed to working with the residents, property owners and business of the City of Albany.

For more information regarding our office and for a complete list of forms, brochures, handbooks and informationals available for download, please visit the Department of Public Safety's website at www.apdonline.org.

*More Questions—
please call the
Division of Building
& Codes or check
our website at
www.albanyny.org*



Division of Building & Codes

Department of Fire &
Emergency Services
City Hall—Room 303
Albany, NY 12207

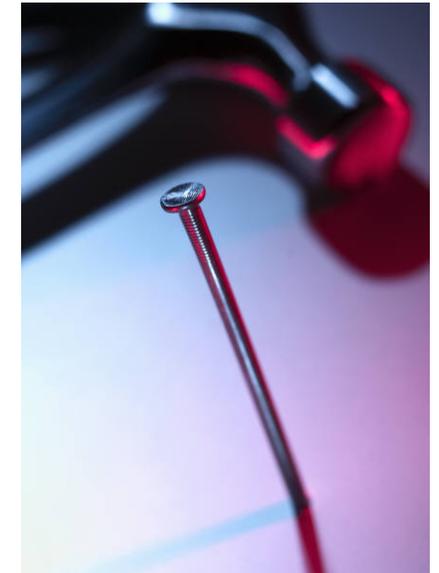
Hours: Mon.—Fri. 8:30am—4:30pm

Buildings: (518) 434-5165
Codes: (518) 434-5995
Fax: (518) 434-6015
www.albanyny.org



*Division of
Building & Codes*

*Permits
and
Processes*



City of Albany

Gerald D. Jennings
Mayor

*An informational brochure for
property owners, contractors &
citizens of the City of Albany.*

This brochure is intended to answer commonly asked questions about requirements for building & specialty permits.

Q: *I am interested in having my roof replaced, do I need a building permit?*

A: Yes. Whether you are doing the work yourself or you are having a contractor perform the work a building permit is required for **roofing, siding and/or window replacement** in the City of Albany.

Q: *Do I need a permit to install a fence around my property?*

A: Yes. In order to install or replace a fence in the City of Albany a building permit is required. When filing your application you also need to submit a drawing showing where on the property you intend to place the fence, how high the fence will be, and what type of fence is to be installed.

Q: *How long does it take to get a roofing or siding permit?*

A: Most roofing or siding permits are issued over the counter at the time of application. In certain cases where buildings are located in historic or overlay areas we are required to submit the applications to the Planning Department for their review and approval. **If the buildings are in historic or overlay district you must submit a photograph of the front view of the building along with your application.** Usually this process takes up to 7-10 days.

Q: *Is it necessary to obtain a building permit for painting the exterior of my house?*

A: If you live in a historic district you need a permit for painting the exterior of your home. Again, we must send these applications to the Planning Department for review and approval. **Exterior pictures and paint chips must be submitted with your application.** *There is no fee for these permits.*

Q: *If I am doing work or having work done on my property for which a building permit is needed and one has not been obtained is there a penalty?*

A: Yes. If a Stop Work Order is issued for work requiring a permit you or your contractor may have to pay a \$250.00 civil forfeiture before a permit will be issued to continue the work. More importantly if the work being done does not comply to regulations (building or zoning) your application may be denied and the work will have to be restored to the original state. *Therefore it is best to apply for and obtain a building permit before any work is started.*



Q: *What is a specialty permit?*

A: Electrical, Plumbing, Heating, Sprinkler & Elevator Permits are considered specialty permits. Only persons or companies licensed by the City of Albany may draw these permits. If you are having work done and want to know if your specialty contractor is licensed by the City of Albany call the Division of Building & Codes.

Q: *Do I need stamped plans to accompany my application?*

A: Yes. If the work is structural in nature you may need to submit two sets of plans stamped and signed by a NYS licensed architect or engineer.

Q: *How much does a permit cost?*

A: Permit fees vary. For a complete list of fees see our schedule of fees available at our office or on our website.

Q: *I am renting a commercial space and performing no work, do I need a permit before I open?*

A: Yes. A change of use/tenant permit is required to make sure that the new business complies with building & zoning regulations concerning the use, maximum occupancy and hours of operation. If permit is not obtained before opening a \$250.00 civil forfeiture may be imposed and the business may have to Cease & Desist from operation until all permits have been obtained.