



DEPARTMENT OF  
**BUILDINGS & REGULATORY**  
**COMPLIANCE**  
THE CITY OF ALBANY, NEW YORK

200 Henry Johnson Blvd.  
Albany, NY 12210  
518.434.5995  
mail: [codes@albanyny.gov](mailto:codes@albanyny.gov)  
[www.albanyny.gov](http://www.albanyny.gov)

# **GENERAL BUILDING PERMIT APPLICATION**

A building permit is needed before any Change of Use/Commercial Tenancy, general construction, repair, rehab, gutting, or other work may be done. Additional permits are required for specialized work such as electric or plumbing work which requires a license. Please refer to our website or ask our staff if you have any questions about what permits your project requires. Work done without a permit is subject to a Stop Work Order.

**STAFF USE ONLY**

PERMIT No.: \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

REC'D BY: \_\_\_\_\_

S&B PENDING

SCANNED & SAVED

## INTAKE NOTES:

**JOB SITE ADDRESS:** \_\_\_\_\_

**ADDITIONAL CONTRACTOR/CONTACT INFORMATION (WHERE APPLICABLE)**

OWNER: \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

TYPE: ELECTRIC  PLUMBING  HVAC  ELEVATOR  SPRINKLER  OTHER  COST: \$ \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

TYPE: ELECTRIC  PLUMBING  HVAC  ELEVATOR  SPRINKLER  OTHER  COST: \$ \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

TYPE: ELECTRIC  PLUMBING  HVAC  ELEVATOR  SPRINKLER  OTHER  COST: \$ \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP: \_\_\_\_\_

**Certification:** I hereby certify that I have examined this application and know the information contained therein to be correct. I understand that the granting of a permit does not grant authority to violate or ignore any law, that this permit authorizes only the work described herein and will expire, unless otherwise noted, in one year from the date of issuance.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPLICATION PROCESSING (STAFF USE ONLY)

## PLANNING APPROVALS PENDING:

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## CONDITIONS:

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APPROVED BY (SUBJECT TO CONDITIONS): DATE