

DEPARTMENT OF CODE ENFORCEMENT

VILLAGE OF STILLWATER, NEW YORK

1 School Street P.O. Box 507
Stillwater NY, 12170-0507

REQUIRED CONSTRUCTION DOCUMENTS

- 1. Site Plan** - A plan (map) drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances (including lighting) on the site; distances from lot lines; the established street grades and the proposed finished grades; and, as applicable, flood hazard areas, floodways, and design flood elevations.

- 2. Building Plans** - Plans showing the location, nature, extent, and scope of the proposed work; proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building; structural information including but not limited to braced wall designs; the size, section, and relative locations of structural members; design loads; and other pertinent structural information; a representation of the building thermal envelope; the location, construction, size, and character of all portions of the means of egress, Insulation materials and their R-values, Fenestration U-factors, and solar heat gain coefficients (SHGCs), area-weighted U-factor and solar heat gain coefficient (SHGC) calculations, mechanical and service water heating systems and equipment types, sizes and efficiencies, economizer description, equipment and system controls, fan motor horsepower (hp) and controls, duct sealing, duct and pipe insulation and location, lighting fixture schedule with wattage and control narrative, location of daylight zones on floor plans, air sealing details and showing that the proposed work will conform to the applicable provisions of the Codes and design criteria as set by the Village of Stillwater, Department of Code Enforcement.
 - 2A.** For buildings and structures located in whole or in part in flood hazard areas as established by Residential Code Of New York State, Table R301.2(1), construction documents shall include:
 - 1.** Delineation of flood hazard areas, floodway boundaries and flood zones and the design flood elevation, as appropriate.
 - 2.** The elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO Zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade.
 - 3.** The elevation of the bottom of the lowest horizontal structural member in coastal high-hazard areas (V Zone) and in Coastal A Zones where such zones are delineated on flood hazard maps identified in Table R301.2(1) or otherwise delineated by the jurisdiction.
 - 4.** If design flood elevations are not included on the community's Flood Insurance Rate Map (FIRM), the building official and the applicant shall obtain and reasonably utilize any design flood elevation and floodway data available from other sources.

- 3. Energy code compliance** - a written and signed statement indicating compliance with the Energy Code.

- 4. Truss ID Signage** - A written and signed statement indicating what type and location of any trusses.

5. Evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in anyway, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number.
6. A written statement when plans or specifications bear the seal and signature of a registered design professional, such registered design professional shall also include a written statement that to the best of his or her knowledge, belief and professional judgment, such plans or specifications are in compliance with the Energy Code.
7. Include any other information and documentation that the authority having jurisdiction may deem necessary to allow the authority having jurisdiction to determine that the proposed work conforms to the Codes.
8. Include the State Environmental Quality Review Acts (SEQRA), Environmental Assessment Form (EAF) as required with new construction.

ACCESSORY STRUCTURE(S) & DECK(S)

For accessory structures (sheds, pools, splash pads, etc.) & decks, a Plot Plan will suffice in place of a Site Plan. Only proposed structural and other service systems being installed need to be included for a Building Plan.

PLOT PLAN: plan (map) showing the boundaries of a parcel and all structures and important physical features on it, drawn to scale with accurate dimensions.

CONTACT NUMBERS

INSPECTION APPOINTMENTS (DEPARTMENT OF CODE ENFORCEMENT) – 518.522.5187

DEPARTMENT OF PUBLIC WORKS (MATT RIFENBURGH, FOREMAN) – 518.664.7781 OR 518.301.8955

DEPARTMENT OF HEALTH (WELL WATER & SEPTIC SYSTEMS) – 518.402.7500

ARMY CORP OF ENGINEERS (WETLANDS) – 518.270.0589

APPROVED ELECTRICAL INSPECTORS

Commonwealth Electrical Inspection Service Inc. – 518.238.2229

4 Westview Rd. Troy, NY 12182

Middle Department Inspection Agency – 518.273.0861

1741 Route 9 Clifton Park, NY 12065

New York Atlantic-Inland, Inc. (Stan Matyka) – 518.692.9295 (cell) 518.796.5076 (office) 607.753.7118

997 McLean Rd. Cortland, NY 13045

The Inspector, LLC – 518.481.5300

5390 State Route 11 Burke, NY 12917