

TOWN OF ROTTERDAM
COMMERCIAL & MULTIPLE DWELLING BUILDING PERMIT APPLICATION
518-355-7575 Ext. 395

Needed to Obtain Permit:

1. Building Permit Application, and/or commercial plumbing permit application, as applicable, to be filled out and left with required items for Building Department Review.
2. This application must be accompanied by **three (3) complete sets of plans and a PDF on a flash drive** which are signed and stamped by a registered design professional showing :
 - a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
 - b. Proposed type of construction of the building.
 - c. Fully dimensioned drawings to determine areas and building height.
 - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
 - e. Exit signs/means of egress lighting, including power supply.
 - f. Accessibility scoping provisions.
 - g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
 - h. Adequate details to evaluate fire-restrictive construction requirements, including data substantiating required ratings.
 - i. Details of plastic, insulation, and safety glazing installation.
 - j. Details of required fire protection systems.
3. A site plan including the following information: size and location of all new construction and all existing structures on the site; distances from lot lines; established street grades and proposed finish grades; boundaries; proposed or existing location of septic, dry well, leach fields; wells. Show side, rear, and front setbacks from project to property line, septic, etc. Site plan must also show utilities, proposed or existing, to the site. Type of pipe, size of pipe, and location of electrical service must also be shown. Site plan must be signed and stamped by a Licensed Professional Engineer.
4. Current copy of Liability and Worker's Compensation Insurance Certificates for contractors must be on file in the Building Inspector's Office. (C105.2, U26.3, CE-200) **No insurance is kept on "file "**
5. All buildings must conform with the Building Code of New York State - **No Exceptions!**
6. Certified Schenectady County Health Department Approval is required for new Septic systems.
7. Completion of Town of Rotterdam "Well Regulation Form" and Certification by approved Laboratory of water is required for private wells.

8. Obtain a permit from the County Highway Department (356-5340) or the Town Highway Department (355-7722) when any work, including construction or disturbance in the County or Town Highways Right-of-Way is necessary.
9. **Except as hereinafter provided, no person, firm, corporation, association or partnership shall commence the construction, enlargement, alteration, improvement, removal or demolition of any building or structure or any portion thereof, or any land activity or development or install a solid fuel-burning heating apparatus, chimney or flue in any dwelling unit without first having obtained a permit from the Building Inspector/Code Enforcement Officer of the Town of Rotterdam.**
10. **Any deviation from the approved plans must be authorized and approved by the Building Inspector.**

Permit Process

Submit the completed Application, Site Plan and Insurance Certificates to the Building Department for review and approval. Plan review and approval may take approximately 10-20 business days, dependent on number of projects under review. Incomplete applications will delay the review process. **Do not mail or submit checks with permit application.**

When the permit application is approved, the permit must be picked up and paid for at Town Hall by either the Property Owner, Applicant or Contractor.

Permits must be visibly posted on the property during construction.

Pre-Construction meeting shall be held prior to start of construction activity or land disturbed.

Inspection Process

Contractor or owner **MUST** notify the Building Inspector at least **24 Hours in advance** when work is ready for the applicable inspections..

When initial excavation has been completed, and installation of footing forms with steel reinforcing is complete. (Prior to concrete placed in forms)

When Foundation has been formed and steel reinforcing is in place, (Prior to concrete Placed in forms).

Before backfilling of foundation and Damp proofing is applied, and Bracing in place. (if required)

Preparation of Concrete slab **with** vapor barrier in place before concrete is poured. Provide foundation location to Building Department for approval **prior to framing.** (New construction only)

Framing Inspection, all structural elements installed, windows, doors, roofing, receipt by Building Department of Truss Certification. All Fire walls complete.

Rough plumbing complete, Rough HVAC complete, Rough electrical inspection complete (see Instruction Sheet, Item #9) Air leakage complete (As per NYS Energy Code).

The Building Department does not provide electrical inspections. Final approval of a project is given. Agencies approved to perform Electrical Inspections in the Town of Rotterdam are: Middle Department Inspection Agency (518-273-0861), The Inspector, LLC (518-481-5300 or 800-487-0535), N.Y. Atlantic-Inland, Inc. (518-857-6235 or 607-753-7118), Commonwealth Electrical Inspection Service, Inc. (518) 755-0324, Northeast Electrical Inspections, LLC (518-852-0826 or 518-866-1663). You must have all electrical inspections performed, as needed, before approval to proceed.

Insulation Inspection of exterior walls, exposed ceilings and attic complete before interior finishing.

Final Inspection, exterior and interior complete, plumbing complete, final electric complete, fire suppression system/certification (if applicable) Fire alarm certification and test elevator certification (if applicable) Truss identification

Signage in place (as per F.C. Table 1-264) NFPA compliance sheets for sprinkler systems (if applicable) Fire Department Connection Labeled, Knox box in place, Site Plan Compliance, SWPP N.O.T.

Needed for Certificate of Occupancy or Certificate of Compliance:

1. Satisfactory completion of all required inspections.
2. Final stamped As-Built Site Plan Drawing and PDF (Portable Document Format) file showing final locations of all utilities, any structures on site, and septic systems, including drywell(s) and/or leach fields. Site Plan must also show final grade elevations.

TOWN OF ROTTERDAM BUILDING PERMIT APPLICATION
Commercial & Multiple Dwelling

Application is hereby made to the Building Department for the Issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, addition, alterations, or accessory structures, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY	
Application # _____	
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Cost of Permit: \$ _____	
INITIALS	

COST OF CONSTRUCTION:	\$\$\$
Property Address: _____	
Property Owner: _____	
Property Owner Address: _____	
Property Owner Phone No.: _____	
Email Address: _____	
Applicant: _____	
Applicant Address: _____	
Applicant Phone No.: _____	
Email Address: _____	
Contractor: _____	
Contractor Address: _____	
Contractor Phone No.: _____	
Email Address: _____	
Contractor Insurance:	Liability Workers Compensation (submit with application)
Classification of Work: _____ New Construction _____ Alteration _____ Repair _____ Demolition _____ Accessory Building _____ Other (Describe) _____	
Do you have: _____ Septic _____ Sewer	
Setbacks: Front Yard: Existing _____ Proposed _____ Side Yard: Existing _____ Proposed _____ Rear Yard: Existing _____ Proposed _____	
Description of Construction	

Applicant's Signature: _____ Date: _____

TOWN OF ROTTERDAM
Department of Public Works
1100 Sunrise Boulevard, Rotterdam, New York 12306
Phone: 518-355-7575, Ext. 395
Fax: 518-355-2725

**Notice of Utilization of Truss Type Construction
Pre-Engineered Wood Construction and/or Timber Construction**

To: The Town of Rotterdam Building Department (cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

- _____ New residential structure
- _____ Addition to the existing residential structure
- _____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

- _____ Truss type construction
- _____ Pre-engineered wood construction
- _____ Timber construction

in the following location(s) (check applicable line):

- _____ Floor framing (including girders and beams) **F**
- _____ Roof framing **R**
- _____ Floor framing and roof framing **FR**

Date: _____ **Signature:** _____

Printed Name: _____

Owner

Owner's Representative

"A Nice Place to Live"

"A Nice Place to Do Business"

*Town of Rotterdam
Department of Public Works
1100 Sunrise Boulevard
Schenectady, NY 12306
Phone: 518-355-7575 x395
Fax: 518-355-2725*

LETTER OF AUTHORIZATION FOR PERMIT AND ZONING APPLICATION

To Whom It May Concern:

I, _____, as owner of the property located
(print name)

at _____, Town of Rotterdam, in the

State of New York, hereby designate _____
(name)

(city, state, zip, and phone number)

**as my contractor and registered agent for the purposes of the applying for
Permits and Zoning representation regarding my building project.**

Signature: _____

Date: _____

**TOWN OF ROTTERDAM BUILDING DEPARTMENT
COMMERCIAL PLUMBING PERMIT APPLICATION
518-355-7575 Ext 395**

Needed to Obtain a Commercial Plumbing Permit:

1. Plumbing Permit Application to be filled out and left with required items for Building Department Review.
2. Current copy of Liability and Worker's Compensation Insurance Certificates (C105.2, U26.3, CE-200)
We do not keep insurance "on File "
3. All work must conform with the Plumbing Code of New York State – **No Exceptions!**
4. Completion of Town of Rotterdam "Well Regulation Form" and Certification by approved Laboratory of water is required for private wells.
5. **Except as hereinafter provided, no person, firm, corporation, association or partnership shall commence the construction, enlargement, alteration, improvement, removal or demolition of any building or structure or any portion thereof, or any land activity or development or install a solid fuel-burning heating apparatus, chimney or flue in any dwelling unit without first having obtained a permit from the Building Inspector/Code Enforcement Officer of the Town of Rotterdam.**

**TOWN OF ROTTERDAM BUILDING DEPARTMENT
COMMERCIAL PLUMBING PERMIT APPLICATION
518-355-7575 Ext 395**

Needed to Obtain a Commercial Plumbing Permit:

1. Plumbing Permit Application to be filled out and left with required items for Building Department Review.
2. Current copy of Liability and Worker's Compensation Insurance Certificates (C105.2, U26.3, CE-200)
We do not keep insurance "on File "
3. All work must conform with the Plumbing Code of New York State – **No Exceptions!**
4. Completion of Town of Rotterdam "Well Regulation Form" and Certification by approved Laboratory of water is required for private wells.
5. **Except as hereinafter provided, no person, firm, corporation, association or partnership shall commence the construction, enlargement, alteration, improvement, removal or demolition of any building or structure or any portion thereof, or any land activity or development or install a solid fuel-burning heating apparatus, chimney or flue in any dwelling unit without first having obtained a permit from the Building Inspector/Code Enforcement Officer of the Town of Rotterdam.**

TOWN OF ROTTERDAM COMMERCIAL PLUMBING PERMIT APPLICATION

OFFICE USE ONLY	
Application #	_____
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Cost of Permit: \$	_____
INITIALS	_____

OWNER INFORMATION	PLUMBER INFORMATION
Name: Address: Phone: Email Address:	Name: Address: Phone: Email Address: Insurance Certificates: Liability Workers Compensation (Must be included with application)
SITE INFORMATION	JOB DESCRIPTION
Location: Street: Building Type: Building Use: Est. Cost:	<input type="checkbox"/> New Plumbing <input type="checkbox"/> Alteration of Existing Plumbing <input type="checkbox"/> Residential <input type="checkbox"/> Commercial

FIXTURES	HOW MANY	FIXTURES	HOW MANY	FIXTURES	HOW MANY
Bath or Shower		Grease/Oil Separator		Sewage Ejector	
Bidet		Grease Trap		Sinks	
Dental Cuspidor		Hosebib/Sillcock		Sump	
Dishwasher		Hot Water Heater		Washing Machine	
Drinking Fountain		Indirect Waste		Water Closets (Toilets)	
Emergency Eyewash		Laundry/Mop Sink		Water Softener	
Emergency Shower		Laundry Tray		Urinal	
Fire Prot. Sprinkler System		Lavatories		Other:	
Floor Drains		Roof Leader			
Garbage Disposal		Sediment Trap			
TOTAL		TOTAL		TOTAL	

THE FOLLOWING CONDITIONS ARE A PART OF THIS PERMIT:

APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND THAT ALL PERTINENT STATE AND LOCAL ORDINANCES WILL BE COMPLIED WITH IN PERFORMING THE WORK FOR WHICH THIS PERMIT IS ISSUED.

APPLICANT'S SIGNATURE

BUILDING INSPECTOR SIGNATURE

**TOWN OF ROTTERDAM
BUILDING DEPARTMENT
SEPTIC SYSTEM APPLICATION**

OFFICE USE ONLY	
Application#:	_____
Approved:	<input type="checkbox"/> Disapproved: <input type="checkbox"/>
Cost of Permit: \$	_____
INITIALS	_____

OWNER INFORMATION	CONTRACTOR INFORMATION
Name: _____	Name: _____
Address: _____	Address: _____
Phone No: _____	Phone No: _____
Email address: _____	Email Address: _____

SITE INFORMATION
Address: _____
Describe Existing System: _____
Water Table Depth: _____

JOB INFORMATION
<input type="checkbox"/> New Septic System <input type="checkbox"/> Tile/Leach Fields _____ length <input type="checkbox"/> Septic Tank _____ gal. <input type="checkbox"/> Distribution Box <input type="checkbox"/> Dozing Tank _____ gal. <input type="checkbox"/> Dry Well _____ gal. <input type="checkbox"/> Manhole/cleanout access
<input type="checkbox"/> Replacement of Septic Tank Explanation _____
<input type="checkbox"/> Replacement of Leachfield Explanation _____
<input type="checkbox"/> Replacement of Drywell Explanation _____
<input type="checkbox"/> Replacement of Drywell with Leachfield Explanation _____
<input type="checkbox"/> Replacement of Leachfield with Drywell <i>(Note: APPENDIX 75-A, Wastewater Treatment Standards – Individual Household Systems, Section 75-A.8(h)(2) Site Requirements. (i) If soil and site conditions are adequate for absorption trenches, seepage pits shall not be used.)</i>
Explanation _____
PERC test results _____
Water Table Elevation _____

THE FOLLOWING CONDITIONS ARE A PART OF THIS PERMIT:

APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND THAT ALL PERTINENT STATE AND LOCAL ORDINANCES WILL BE COMPLIED WITH IN PERFORMING THE WORK FOR WHICH THIS PERMIT IS ISSUED.

 APPLICANT'S SIGNATURE DATE

Septic Permit Information:

1. The Appendix 75-A of the Wastewater Treatment Standards for Individual Household Systems is used as the Town of Rotterdam’s guidelines.
2. All portions of newly installed septic system are not to be covered until approval by the Building Inspector.
3. Distribution box is to have water placed in it for inspection of proper leveling.
4. At time of Site Inspection, As-Built Drawing is to be provided to Building Inspector. Only official Town of Rotterdam form will be accepted.

SEPARATION DISTANCES FROM WASTEWATER SYSTEM COMPONENTS

<u>System Components</u>	<u>Well or Suction Line</u>	<u>To Stream, Lake, watercourse (b), or Wetland</u>	<u>Dwelling</u>	<u>Property Line</u>
House sewer (watertight joints)	25’ if cast iron pipe, 50’ otherwise	25’	10’	10’
Septic Tank	50’	50’	10’	10’
Effluent line to distribution box	50’	50’	10’	10’
Distribution Box	100’	100’	20’	10’
Absorption field	100’ (a)	100’	20’	10’
Seepage Pit	150’ (a)	100’	20’	10’
Dry well (roof and footing)	50’	25’	20’	10’
Raised or Mound system (c)	100’ (a)	100’	20’	10’
Evapotranspiration – absorption system (c)	100’ (a)	50’	20’	10’
Composter	50’	50’	20’	10’

NOTES:

- (a) When sewage treatment systems are located in coarse gravel or upgrade and in the general path of drainage to a well, the closest part of the treatment system shall be at least 200 feet away from the well.
- (b) Mean high water mark.
- (c) For all systems involving the placement of fill material, separation distances are measured from the toe of slope of the fill.

MINIMUM SEPTIC TANK CAPACITIES

<u>Number of Bedrooms</u>	<u>Minimum Tank Capacity (gallons)</u>	<u>Minimum Liquid Surface Area (sq.ft.)</u>
1, 2, 3	1,000	27
4	1,250	34
5	1,500	40
6	1,750	47

NOTES:

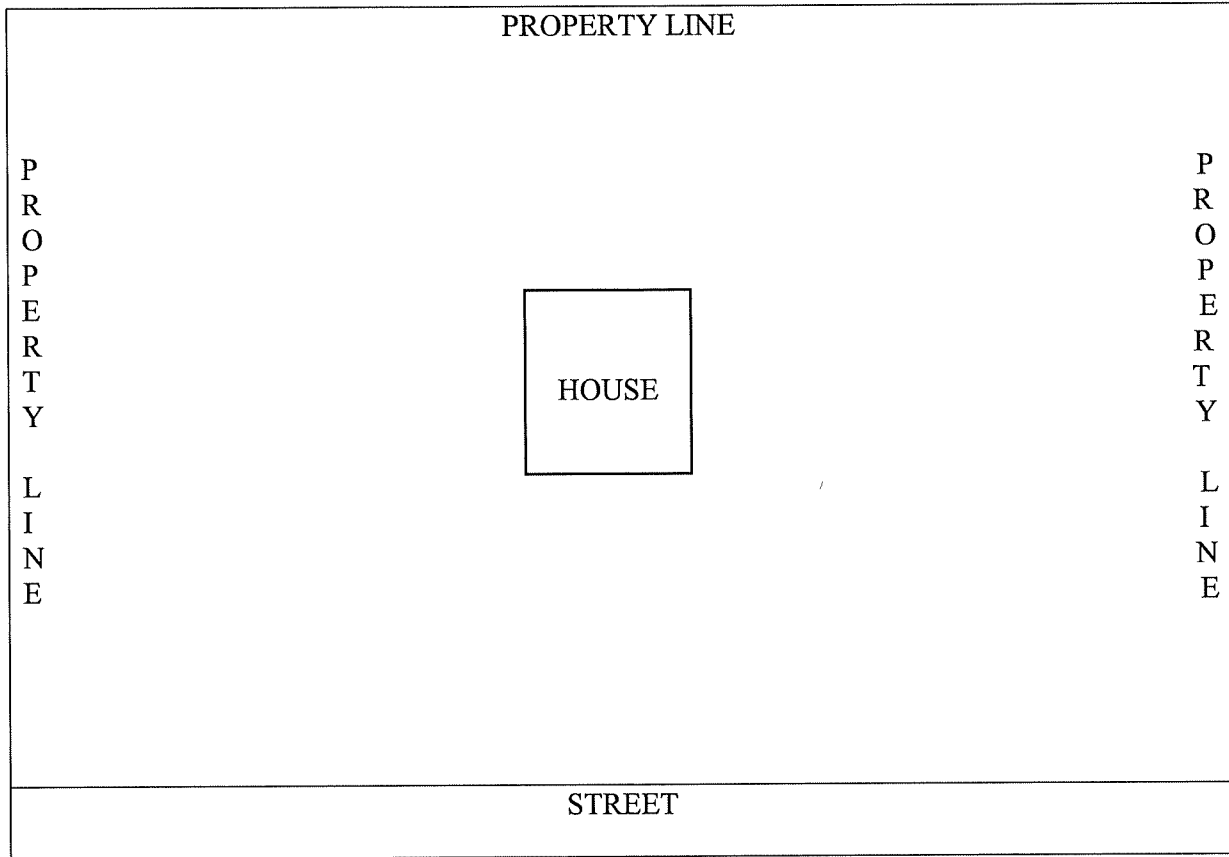
- (1) Tank size requirements for more than six bedrooms shall be calculated by adding 250 gallons and seven square feet of surface area for each additional bedroom. A garbage grinder shall be considered equivalent to an additional bedroom for determining tank size.
- (2) Septic tank capacities shall be based upon the number of household bedrooms. An expansion attic shall be considered as an additional bedroom. The table above specifies minimum septic tank capacities and minimum liquid surface areas.
- (3) Septic tank covers shall always be accessible. Where manholes are more than 12 inches below final grade, an extension collar shall be provided over each opening. Extension collars shall not be brought flush with the ground surface unless the cover can be locked to prevent tampering. Driveways or other facilities shall not be constructed above septic tanks unless specially designed and reinforced to safely carry the load imposed.

FEES: Septic Permit \$150.00

TOWN OF ROTTERDAM
AS-BUILT SEWAGE DISPOSAL DIAGRAM

Owner: _____ Site Location: _____
Tax Map ID #: _____ Permit #: _____
Tank Size: New: _____ OR Existing tank size (if known): _____
Dry Wells: New: _____ Size: _____ AND/OR Existing: # _____ Size: _____
Drainfield: #Laterals: _____ Length of Laterals: _____ Width of Trench: _____

Final As-Built Diagram (refer to permit for requirements)



Installer's Certification (This must be completed):

I certify that the information provided above is an accurate description of the work performed.

_____ Date

_____ Installer's Signature

For Office Use Only: Inspection Date: _____ Diagram Received On: _____

Comments : _____

Signature: _____



*Town of Rotterdam
Department of Public Works
1100 Sunrise Boulevard
Schenectady, NY 12306
Phone: 518-355-7575 x395
Fax: 518-355-2725*

**TOWN OF ROTTERDAM ON-SITE SEPTIC SYSTEM CONSTRUCTION
CERTIFICATION**

The Town of Rotterdam is implementing a certification system to confirm that on-site septic systems are installed as per the approved plans and specifications approved by the Schenectady County Department of Health. All on-site septic systems are to be inspected during construction by a qualified professional. At the completion of construction and prior to issuing a certificate of occupancy, a certified letter by a Licensed Professional Engineer in the State of New York is to be provided to the Building Department stating that the system was installed as per the approved design plans and specifications. The certification letter shall include approved materials used to construct the septic systems that includes the septic tank, distribution box, absorption field piping, stone, any fill material, and pressure distribution system if used due to impermeable soil, high groundwater table, inadequate separation distance from nearby waterbodies, wells, dwellings, property lines and other factors.

The intent for inspection and subsequent certification letter by a licensed professional is to protect property owners to the extent possible, failure of the on-site septic system due to poor workmanship and materials installed that do not meet the design plans and specifications of the new or replacement systems.

Water and Sewer Connections

PERMIT PROCESS

- Permit application for Sewer or Water Connection is to be completed and submitted.
- Town Highway, or County or, State permits to work in right of way if required.
- Site plan showing location and type of all piping and connections to be used.
- All connections shall meet Water and Sewer Districts Requirements.

INSPECTION PROCESS

All connections will be approved by Department of Public Works or designee prior to backfilling.

In addition, any required inspections that are by passed may require re-excavation of the area so that the proper inspection can be performed.

Any questions concerning the above, please feel free to contact Department of Public Works at 355-7575, Ext 395.

The Applicant is responsible for the following:

- Contact Underground Facilities Protection (1-800-962-7962)
 - All excavations and restorations
 - Directional Boring when required

AWWA C651: Standard for Disinfecting Water Mains

Chlorination of Completed Pipelines

- Upon completion of the work, and before final acceptance, the water lines constructed under this contract shall be chlorinated in the presence of the Town Engineer and/or Water/Sewer Maintenance Supervisor. Prior to chlorination, all dirt and foreign matter shall be removed for a thorough flushing through the hydrants, or by other approved means. Each valved section shall be flushed independently.
- The method of disinfection shall consist of introducing a solution of hypochlorite or chlorine gas and water in controlled quantities into the piping system in such proportion that the chlorine-water mixture entering the piping shall contain sufficient chlorine solution so that after the solution has been in the pipeline for a period of twenty-four hours, there shall be a chlorine residual throughout the entire system, of not less than 50 p.p.m. If the residual at any point in the system is less than 50 p.p.m. after the twenty-four hour period, the disinfection procedure shall be repeated until such a residual is obtained at the pipe extremities.

- Following chlorination, all treated water shall be thoroughly flushed from the newly laid pipelines at their extremities until the replacement water throughout its length shall, upon testing both chemically and bacteriologically, be satisfactory to the Town Engineer and/or Water/Sewer Maintenance Supervisor. Should the initial treatment, in the opinion of the Town Engineer and/or Water/Sewer Maintenance Supervisor, prove ineffective, the chlorination procedure shall be repeated until confirmed tests show that the water samples from the newly laid pipe conform to the requirements of the Town Engineer and/or Water/Sewer Maintenance Supervisor.

FEES

Water service permit: \$ 75.00

Water service tap fees:

1. Same side of street tap \$1,100.00 plus \$4.00/ft.
2. Opposite side of street tap \$1,500.00 plus \$4.00/ft.
3. Contractor certified installation (greater than 1") \$1650.00

Sewer lateral inspection (building to sewer): \$ 75.00

Sewer connections:

1. New connection or change of use inside the district or extensions:
 - per dwelling unit \$750.00
 - commercial use \$1,250.00
2. New connection or change of use outside the district or extensions:
 - for three (3) bedrooms or less \$1000.00
 - per bedroom over three (3) bedrooms \$250.00
 - commercial use up to 5,000 sq ft \$1,000.00
 - for each additional 1,000 sq ft \$250.00
3. Apartments/Condominiums:
 - First 1-100 units per dwelling \$750.00
 - 101 units or more per dwelling \$500.00

TOWN OF ROTTERDAM
518-355-7575 EXT 395

PERMIT APPLICATION FOR WATER CONNECTION

TO BE COMPLETED BY APPLICANT		DATE:
<p>OWNER INFORMATION</p> <p>Names: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Cell: _____</p>	<p>CONTRACTOR INFORMATION</p> <p>Names: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Contractor Insurance Certificates: Liability Workers Compensation (must accompany application)</p>	
<p>Property Location: _____</p> <p>Property Address: _____</p> <p>Proposed Lateral Size & Pipe Type: _____</p> <p>Residential _____ Commercial _____ Multiple Dwelling _____</p> <p>Applicant (Sign) _____ Date: _____</p>		
TO BE COMPLETED BY TOWN OF ROTTERDAM		
<p>Water Rent: _____ Permit Fee: _____</p> <p>Same Side Tap: _____</p> <p>Opposite Side Tap: _____</p> <p>Total: _____</p>	<p>Parcel Identification: _____</p> <p>Road Cut Permit: _____</p> <p>District No: _____</p> <p>Approved: _____</p>	

ALL WATER CONNECTIONS NEED TO BE INSPECTED / APPROVED BY THE TOWN PRIOR TO BACKFILLING. YOUR COOPERATION IS GREATLY APPRECIATED.

TOWN OF ROTTERDAM
518-355-7575 EXT 395

PERMIT APPLICATION FOR SEWER CONNECTION

TO BE COMPLETED BY APPLICANT

<p>OWNER INFORMATION</p> <p>Names: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Cell: _____</p>	<p>CONTRACTOR INFORMATION</p> <p>Names: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Contractor Insurance Certificates: Liability Workers Compensation (must accompany application)</p>
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Property Location: _____

Property Address: _____

Proposed Lateral Size & Pipe Type _____

Residential _____ Commercial _____ Multiple Dwelling _____

Applicant (Sign): _____ Date: _____

TO BE COMPLETED BY TOWN OF ROTTERDAM

<p>Fee for Sewer Connection Charge: _____</p> <p>Inspection Fee: _____</p> <p style="text-align: right;">Total: _____</p>	<p>Parcel Identification: _____</p> <p>Road Cut Permit: _____</p> <p>District No: _____</p> <p>Approved: _____</p>
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ALL SEWER CONNECTIONS NEED TO BE INSPECTED / APPROVED BY THE TOWN PRIOR TO BACKFILLING. YOUR COOPERATION IS GREATLY APPRECIATED.

**TOWN OF ROTTERDAM
APPLICATION FOR WATER AND/OR SEWER PERMIT(S)**

Property Owner:	
Property Address:	
Plot:	
Lot #:	
Lot Size:	
Property Owner Phone Number:	
Contractor:	
Contractor Address:	
Contractor Phone Number:	
Liability and Workers Compensation Certificates must be included with application.	
New Construction or Renovation:	
If new construction, has built lot been approved?	
If existing structure, what is current water service? (Well)	
Is this a replacement of an existing water service? If so, what is the reason or problem with existing service?	
Water Service Size:	
Copper or Iron Piping:	
Water Meter Needed:	
Water Tap: (Same Side, Opposite Side Tap or Existing)	
Connect to Public Sewer?	
If Yes, Size:	
Cast Iron Pipe or Plastic:	

TOWN OF ROTTERDAM SIGN PERMIT APPLICATION

APPLICATION IS HEREBY MADE to the Building Department for the Issuance of a Building Permit pursuant to the new York State Building Construction Code for the construction of signage, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY	
Application # _____	
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Cost of Permit: \$ _____	
INITIALS _____	

COST OF CONSTRUCTION:	\$\$\$
Property Address:	
Property Owner:	
Property Owner Address:	
Tax Map Number:	
Property Owner Phone Number:	
Email Address:	
Applicant:	
Applicant Address:	
Applicant Phone Number:	
Email Address:	
Contractor:	
Contractor Address:	
Contractor Phone Number:	
Email Address:	
Contractor Insurance	Liability Workers Compensation (Must be included with application)

TYPE OF LOT:	CORNER LOT	INTERIOR LOT
FORMULAS:		
PYLON SIGN:		
SQUARE FOOTAGE OF LOT ÷ 1,000 = TOTAL ALLOWED SQUARE FOOTAGE		
_____ sq.ft. ÷ 1,000 = _____ sq.ft.		
FRONT BUILDING MOUNTED SIGN:		
LENGTH OF BUILDING FRONT X 2 = TOTAL ALLOWED SQUARE FOOTAGE		
_____ x 2 = _____ sq.ft.		
THIS SECTION APPLIES TO CORNER LOTS <u>ONLY</u>		
SECONDARY FRONT BUILDING MOUNTED SIGN:		
LENGTH OF BUILDING SECONDARY FRONT X 1 = TOTAL ALLOWED SQUARE FOOTAGE		
_____ x 1 = _____ sq.ft.		

TYPE OF SIGN:

_____ PYLON (If checked, please complete section below)	_____ BUILDING MOUNTED (If checked, please complete section below)
PROPOSED SIGN SIZE: _____ x _____ = _____ sq.ft.	PROPOSED SIGN SIZE: _____ x _____ = _____ sq.ft.
_____ DIRECTIONAL _____ x _____ = _____ sq.ft.	Note: Per the Code of the Town of Rotterdam, Chapter 270-151C(3), "...may not be greater than 10 feet in sign area."

**TOWN OF ROTTERDAM BUILDING DEPARTMENT
SIGN PERMIT
355-7575 Ext 395**

Needed To Obtain a Sign Permit:

1. Sign Permit Application to be filled out and left with required items for Building Department Review.
2. Three (3) sets of structural drawings showing details of proposed project.
3. Current Insurance liability and workers comp (C105.2, U26.3, CE-200) **We do not keep insurance on "file"**
4. Site plan drawing showing lot size, boundaries, structures and project location.
5. All work must conform with the New York State Building Code – **No Exceptions!**

Sign Permit Fees:

A) Pylon Sign (New)	\$125
B) Pylon Sign (Reface)	\$75
C) All other signage	\$2.50 per square foot

Permit Process:

Submit the completed Application, Site Plan and Insurance Certificates to the Building Department for review and approval (approval usually takes approximately 3-5 days). When project is approved, the permit must be picked up and paid for at Town Hall. Permits must be visibly posted on the property during construction.

Town of Rotterdam Code

§ 270-151. Signs.

- A. Applicability. No signs, whether new or existing, shall hereafter be erected or altered except in conformance with the provisions of this chapter. Nonconforming signs existing prior to the effective date of this section shall be permitted to remain; however, any change of use or sign shall conform to the requirements of this section.
- B. Exceptions. For the purposes of this section, the term "sign" does not include signs erected and maintained in connection with the discharge of any governmental function, nor does it include political signs. Political signs are subject to the provisions of § 270-151.1 of this chapter. Billboards, that is any sign that directs attention to an idea, product, business activity, service or entertainment which is conducted, sold or offered elsewhere than upon the lot or parcel on which such sign is located, and is not a directional sign as defined herein, shall conform to the requirements of § 270-152 of this chapter. [Amended 8-14-1996 by L.L. No. 7-1996]

Revised 2/09, Revised 03/2014, Revised 02/2023

- C. General requirements. In any district, all signs shall comply with the following general requirements:
- (1) Illumination. No sign shall be illuminated in a manner which will cause undue distraction, confusion or glare to vehicular traffic or which will create a nuisance to adjoining property.
 - (2) Structure. Any sign, except signs painted on a building or structure, shall comply with the Building Code as to strength.
 - (3) Directional signs. Each principal nonresidential use may erect and maintain not more than three necessary directional signs for guidance of the public. A directional sign is a sign containing only the name of an establishment having goods, services or entertainment and any necessary directional guidance. Such sign may not be greater than 10 feet in sign area. A directional sign may also include the standard symbol for guide signs as shown in the Manual of Uniform Traffic Control Devices.
 - (4) Temporary signs. No temporary or portable signs or signs on a trailer shall be placed on any premises or building except as otherwise permitted herein.
 - (5) Flashing signs. No sign shall be illuminated by or contain flashing, intermittent, rotating or moving light or lights.
 - (6) Location of signs. On a corner lot, no sign, landscaping or structure shall be erected, placed or maintained within the triangular area formed by intersecting street lines and a straight line joining street lines at points which are 30 feet distant from the point of intersection, measured along the street lines. No sign shall be placed so as to obstruct the necessary sight distance of vehicular traffic.
 - (7) Sign area calculation. Sign area is the surface area within the shortest lines that can be drawn around the outside perimeter of a sign, including all decorations and lights, but excluding the supports if they are not used for advertising purposes. One face of the sign shall be counted in computing the sign area. Any neon tube, string of lights or similar device shall be deemed to have a minimum dimension of one foot for the purpose of computing sign area.
- D. [Amended 5-26-1993 by L.L. No. 9-1993] Signs in residential districts. No sign or other device for advertising purposes of any kind may be erected or established in any A, RA, R-1, R-2 or R-3 District except as follows:
- (1) One sign not exceeding one square foot in area which announces the name and profession or permitted home occupation of the occupant of the premises will be permitted.
 - (2) One temporary real estate or construction sign not exceeding 12 square feet in area will be permitted on the property being sold, leased or developed. Such sign shall be removed promptly when it has fulfilled its function.
 - (3) One sign or bulletin board customarily incidental to religious institutions, mobile home parks, cemeteries and other permitted nonresidential uses, which sign shall not exceed 20 square feet in area.
 - (4) Posting of notice to the public pertaining to but not limited to fishing, trespassing, hunting and snowmobiling, provided that each sign does not exceed 1 1/2 square feet in area.

E. Signs in business and industrial districts. In the B-1, B-2, I-1 and I-2 Districts, no sign or other device for advertising purposes shall be erected or established except as follows:

- (1) Signs permitted in the residential districts. (See Subsection D above.)
- (2) Building-mounted signs accessory to a business or industrial use shall not extend more than 12 inches beyond the building facade and shall not extend above the roof of the building. The aggregate total surface display of such signs shall not exceed, in square feet, two times the number of linear feet of the width of the building front. In the case of a corner lot, the sign area may be increased one times the number of linear feet of the building face fronting on the secondary street or roadway. However, such increased permitted sign area shall be use only for the erection of a permitted sign on the length of the building which faces the secondary street or roadway.
- (3) One ground-mounted sign may be erected and maintained not less than five feet from the property line. Such sign may contain a total sign area of 15 square feet or not more than one square foot for each 1,000 square feet of the lot or parcel area containing such sign, whichever is greater, up to a maximum sign area of 200 square feet.
- (4) Signs in the business and industrial district shall contain no information beyond the name, nature or principal use, symbol and other information necessary for the business or use. Such sign shall contain no information or advertising for any product or service not sold or performed on the premises. However, no part of such sign nor supporting upright or pole shall be closer than five feet from the property line or the vertical extension of such property line.

§ 270-151.1. Political signs. [Added 8-14-1996 by L.L. No. 7-1996]

- A. The Town Board of the Town of Rotterdam has determined that the unrestricted proliferation of political signs throughout the Town of Rotterdam can be aesthetically detrimental to the environment, may be distracting to motorists and thereby create a traffic hazard and may contribute to littering of public and private property when not timely removed. The purpose of this section is to preclude these undesirable consequences by placing reasonable restrictions on the placement and erection of political signs.
- B. For purposes of this section, a "political sign" is any sign which bears the name and/or political party of a candidate or candidates for public office. "Public office" includes federal, state, county, city, town, village and school district offices.
- C. No person shall place or erect a political sign on any property owned by the federal government, State of New York, the Town of Rotterdam, New York, or any other municipality, special town water or sewer district or school district, including the paved and unpaved rights-of-way of roadways, located in the Town of Rotterdam, New York.
- D. No candidate shall place or cause to be placed or erect a political sign exceeding two by four (2 x 4) feet in size on any privately owned property situate in an RA, R-1, R-2 or R-3 residential zoning district as enumerated in § 270-6 of this Code. The post or supporting standard shall not be considered in computing the aforesaid size limitation. It is the presumption of this section that all signs erected on the above-referred-to residential property have been so erected by the candidate whose name appears on said sign and

with the permission of the owner of said property. Said sign shall be the sole responsibility of the candidate whose name appears on said sign including the duties, obligations and penalties as provided for in this section.

- E. No signs shall be placed on the sides of overpass or underpass vehicular bridges or railroad bridges, on poles carrying utility lines, traffic signals, streetlights or telephone lines and on direction or traffic signs.
- F. No signs shall be erected or placed as to obstruct or impair vision at any road intersection or the entrance to and exit from private driveways.
- G. Political signs shall not be erected or placed earlier than September 1 of the year of the primary and general election for the candidate named on the sign and shall be removed within 14 days after the election. It shall be the responsibility of the person erecting or placing the sign to cause its removal. [Amended 4-14-1999 by L.L. No. 6-1999]
- H. The Town Building Inspector, Zoning Officer and all police officers are empowered to remove any sign which is erected or placed in violation of the provisions of this section and to dispose of the sign in any appropriate manner, including trashing. Removal shall be without the necessity of prior notice to the candidate or anyone else.
- I. A person violating any provision of this section shall be subject to the penalties contained in § 270-180 of this chapter.

§ 270-152. Billboards.

- A. Definition. A "billboard" is any sign that directs attention to an idea, product, business, activity, service or entertainment which is conducted, sold or offered elsewhere than upon the lot or parcel on which such sign is located; and is not a directional sign as defined in § 270-151.
- B. Billboards of any nature or kind are hereby prohibited in the Town of Rotterdam and shall not be permitted. [Amended 9-9-1998 by L.L. No. 14-1998]