

**Town of Philipstown**  
Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516  
Office (845) 265- 5202 Fax (845) 265-2687

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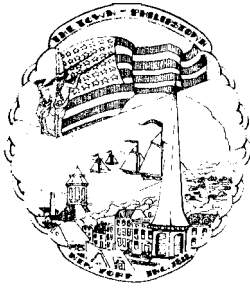
## **COMMERCIAL - MULTIFAMILY**

### **BUILDING PERMIT PACKAGE**

New Construction

1. **BUILDING/ZONING PERMIT APPLICATION** The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** or other legal instrument (Contract) authorizing the applicant to sign for and obtain the Building Permit.
2. **SITE PLAN APPROVAL REQUIRED** –Planning Board Approved Site Plan is required to be submitted with an application for a Building Permit for all commercial and multifamily construction.
3. **CONSTRUCTION DRAWINGS:** Two (2) complete sets of plans/specs stamp and signature by the design professional on plans and specifications (NYS Education Law) showing conformance to the Building Code of New York State 2010. Identify rental/leased spaces. Tenant spaces will require separate building permits for occupancy.
4. **DRIVEWAY PERMIT** - Supply a copy of the Driveway Permit from one of the following agencies;
  - a) State Highway - New York State Department of Transportation - Highway Maintenance Residential Engineer, Violet Avenue, Poughkeepsie NY 12601 (454-3390)
  - b) County Highway - Putnam County Department of Highway & Facilities Office, 842 Fair Street, Carmel, NY 10512 (914) 878-6331
  - c) Town Road – Code Enforcement Department 238 Main Street, Cold Spring NY 10516.
  - d) Private Road – Properties located on a private road need to demonstrate compliance with Chapter 112, Part 3 Open Development Area Building Permits, of the Code of the Town of Philipstown.

5. **PUTNAM COUNTY LICENSED CONTRACTORS.** A copy of the Putnam County license is to be submitted with the building permit for Licensed Gas and/or Electrical Contractor.
  
6. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
  - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
  - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
  - Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
  - Contractors who are exempt from Workers' Compensation must submit form CE-200.
  
7. **SANITARY FACILITY** – Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker toilet facilities of the nonsewered type shall conform to ANSI Z4.3. Plumbing Code of New York State section P311.1.



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## **PLANS AND SPECIFICATION REQUIREMENTS Commercial and Multi-Family**

### **Coversheet code summary to include:**

1. Designer's name, project description.
2. Code editions, building height, number of stories, and gross floor area in sqft.
3. Occupancy Classification per Chapter 3 and 4.
4. Mixed Occupancy per Chapter 508
5. Minimum Type Construction Chapter 5, Table 503.
6. Show use of all spaces including vacant
7. Number of residential and or commercial units (if applicable).

### **Site Plans showing:**

1. Building footprint and relation to adjacent buildings or structures.
2. Fire department access.
3. Location of Fire Department Connection.
4. Location of fire hydrants.
5. Property lines, easements, setbacks.
6. Sidewalks.
7. Dumpster location and details.
8. Protective bollards.
9. Parking layout and number of spaces and accessible spaces.
10. Soil and Erosion Control

### **Fire Resistant Construction Requirements:**

1. Fire or smoke resistant separations (tested systems).
2. Indicate tenant separations with rated systems.
3. Fire resistant protection for type of construction.
4. Shaft wall systems.
5. Protection of openings and penetrations of rated walls (tested systems).
6. Fire blocking and draft-stopping.

### **Life Safety and Fire Suppression – Chapter 9**

2. Automatic sprinkler system pre-engineered system and layout
2. Fire alarm detecting system layout.
3. Smoke control system schematic.
4. Standpipes: pre-engineered system & riser diagram.
5. Other fire protection systems schematics.

### **Occupancy Load/ Egress Requirements – Chapter 10**

1. Occupancy load and egress capacity (gross and net).
2. Means of egress pathway, travel distance calculated.
3. Horizontal exits/exit passageways.
4. Exit access, exit and exit discharge.
5. Stair construction/geometry and protection (with handrail/guardrail details).
6. Doors and required ratings.
7. Seating plans.
8. Furniture plan, laboratory layout.
9. Emergency lighting and exit signs.

### **Structural Requirements – Chapter 16**

1. Design loads.
2. Seismic data.
3. Flood Plain.
4. Wind requirements.
5. Footing/Foundation.
6. Wall systems, Floor systems, and Roof systems.

### **Material details:**

1. Wood, steel, concrete, masonry, and plastic.
2. Aluminum and lightweight steel structures to include appropriate engineering design.
3. Glass/Glazing (mfg details to indicate compliance with design loads including installation and attachments).
4. Gypsum board and plaster.
5. Insulating – mechanical – type and rating.
6. Insulation (type and rating) Energy Conservation Construction Code of New York State E104.
7. Ceiling assemblies.
8. Roofing (mfg. listed system for wind zone with installation and attachments).

### **Special Inspection Chapter 17**

As part of the general requirements of Building Code New York State Section(BCNYS) 1704, Special Inspections, a statement of Special Inspection, prepared by the Registered Design Professional shall be submitted and approved by the Code Enforcement Officer prior to permit issuance (see 1704.1.1). At the completion of the work, a written statement of structural observations per BCNYS Section 1709 along with the final report of special inspections must be received prior to the final inspection and issuance of the certificate of occupancy. See NYS DOS Codes Division Technical Bulletins, Special Inspections 2008.

### **Accessibility – Chapter 11**

1. Site plan showing accessible features.
2. Accessible route.
3. Vertical accessibility.
4. Toilet and bathing facilities.
5. Drinking fountains.
6. Signage.

**Interior requirements – Chapter 12**

1. Interior finishes (flame spread/smoke develop).
2. Light and ventilation.
3. Sanitation.

**Special Systems – Chapter 30**

1. Elevators & escalators & lifts.
2. Kitchen Hood Suppression Systems.

**ELECTRICAL – Chapter 27**

1. Provide in plan view;
  - a. Fixtures, Outlets, Switches and Lighting plan.
  - b. Service and sub panel
2. Wire and conduit size, services, feeders and branch circuits, over-current protection.
3. Grounding, bonding, GFCI, arc fault.
4. Equipment such as motors, controllers.
5. Emergency backup systems.

**PLUMBING – Chapter 29 and Plumbing Code NYS**

1. Provide in plan view for Fixtures
2. Plumbing riser diagram, fixtures, sanitary drainage and venting.
3. Water supply piping.
4. Water heaters.
5. Roof drainage.
6. Backflow prevention.
7. Location and connection of water supply.
8. Grease traps.

**ENERGY CONSERVATION LAW – Demonstrate Means of Compliance**

1. Chapter 4 Residential
2. Chapter 5 Commercial

**MECHANICAL – Chapter 28 and Mechanical of NYS**

1. Provide in plan view for Duct systems with fire dampers
2. Fuel fired boilers and appliances.
3. Equipment and equipment location.
4. Make-up air.
5. Exhaust systems.
6. Ventilation.
7. Refrigeration.
8. Bathroom ventilation.
9. Chimneys, fireplaces and vents.
10. Roof mounted equipment and anchoring.

## **GAS/OIL SYSTEMS – Fuel Gas Code NYS**

1. Gas/Oil piping layout w/valve locations with riser diagram
2. Venting and Combustion Air.
3. Chimneys and vents.
4. Appliances.
5. Type of Gas/Oil system.
6. Fuel tank size & locations.

## Town of Philipstown Sample Code Tables

<b>NYS Building Code Analysis</b>			
	<b>Section</b>	<b>Proposed</b>	<b>Required/Permitted</b>
Chapter 3 – Use/Occupancy Class.			
Chapter 4 – Special Use/ Occupancy			
Chapter 5 General Building Height			
Chapter 5 – General Building Story			
Chapter 5 – General Building Areas			
Chapter 6 – Types of Construction			
Chapter 10 Ceiling Height			
Chapter 10 – Occupant Load			
Chapter 10 – Mean of Egress			
Chapter 10 – Exit Signs			
Chapter 10 – Panic Hardware			

<b>Fire Protection Equipment – Chapter 9</b>			
	<b>Section</b>	<b>Required</b>	<b>Provided</b>
Automatic Sprinkler Systems			
Alternative Automatic Fire-Extinguishing Systems			
Standpipe Systems			
Portable Fire Extinguishers			
Fire Alarm E Occupancy			
Fire Detection Systems			
Emergency Alarm Systems			
Smoke Control Systems			
Smoke and Heat Vents			
Fire Command Center			

**Egress Requirements Chapter 10**

	Room#	Square Foot	Area per person	Occupant load	Number of Exits Required	Exit/Door Size Required	Number of Exits Provided	Exit/Door Size Provided
Basement								
	B01							
First Floor	101							
Second Floor	201							
Third Floor	301							
Fourth Floor	401							
Fifth Floor	501							