

**TOWN OF BERNE BUILDING PERMIT  
APPLICATION (RESIDENTIAL)**

No building or structure shall be begun, extended, structurally altered, or moved, or shall any excavation be commenced, nor shall the use of an existing facility or land be changed until a Building Permit has been issued by the Building Inspector or Code Enforcement Officer.

Ground Snow Load	WIND SPEED (mph)	Seismic Design Category	Subject to damage from weathering	Subject to damage from frost line depth	Subject to damage from termite	Subject to damage from decay	Winter Design Temp	Ice Shield Underlayment required	Flood hazards
50 to 64	>90	O-A	Severe	48 inches	Slight to moderate	Slight to moderate	-7	Yes	1992

**Needed To Obtain Permit**

1. Building Permit Application, to be filled out and left with the required items for the Building Department to review.
2. The application must be accompanied by two (2) complete sets of plans (one set for the Building & Zoning Department; one set to be kept on site at all times) showing proposed construction and two (2) complete sets of specifications. Plans and specifications shall describe the nature of the work performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical, plumbing and HVAC system.
3. Site plan showing boundaries, proposed or existing location of septic, dry well, leach fields, wells, accessory structure(s), and project location. 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. ACORD forms are **not** acceptable proof of insurance.
5. All buildings **must** conform to the Building Code of New York State – **No Exceptions!**
6. Electrical Inspections: The Building Department does not provide electrical inspections. You must have all electrical inspections performed, as needed, before

approval to proceed, or final approval of a project is given. Agencies approved to perform Electrical Inspections in the Town of Berne are: Commonwealth Electrical Inspection Agency (800-801-0309), and The Inspector, LLC (800-487-0535).

**7. Any deviation from the approved plans must be authorized and approved by the Building Inspector.**

**8. Permits must be visibly posted on the property during construction.**

### **Inspection Process**

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

1. When initial excavation has been completed, and installation of foot forms with Steel reinforcing is complete. (Prior to concrete placed in forms.)
2. When Foundation has been formed and steel reinforcing is in place. (Prior to Concrete placed into forms.)
3. Before backfilling of foundation and Damp proofing is applied.
4. Preparation of Concrete slab with vapor barrier in place before concrete is poured.
5. Framing Inspection, all structural elements installed, receipt by Building Department of Truss Certification, if applicable. Rough Plumbing complete, Rough HVAC complete, rough electrical inspection complete (see instruction sheet, Item #6 on front page).
6. Air Leakage complete (As per NYS Energy Code Section 402.4.1). Insulation Inspection of exterior walls, exposed ceilings and attic complete before interior finishing.
7. Final approval of septic and water supply from Albany County Health Department prior to final inspection.
8. Final Inspection, exterior and interior complete.

### **Needed for Certificate of Occupancy or Certificate of Compliance:**

1. Satisfactory completion of all required inspections.
2. Final stamped As-Built Site Plan Drawing 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 for the first floor, garage and basement.