

General Building/Structure/Addition Requirement Checklist



The following information is intended to assist the property owner in having a general building/structure/addition constructed in a safe and ordinance-compliant manner.

A Building Permit is required. The following items must be submitted with the Building Permit Application:

- Proof of compliance with New York State Worker's Compensation and Disability Law
- Property survey showing the proposed location of the building/structure/addition, including distances to all nearby structures and lot lines. This information is needed to determine compliance with:
 - The NYS Building & Fire Codes
 - The Code of the Village of Alden
- Plans, specifications and supporting documentation as outlined in the General Permit Application Instructions. Any documents submitted for a building/structure/addition must be produced by a NYS Design Professional, as outlined in the General Permit Application Instructions.
- Where applicable, an approved Public Works Permit from the Village of Alden Department of Public Works for all utilities, driveways, sidewalks, etc.
- Where applicable, an approved Site Plan as required within The Code of the Village of Alden.
- Where applicable, proof of compliance with Stormwater Management (SWPPP) requirements, as administered by the Village of Alden Department of Public Works.
- Where applicable, proof of compliance with Water Supply/Protection From Contamination requirements, as administered by the Village of Alden Department of Public Works.
- Where applicable, proof of compliance with the New York State Environmental Quality Review Act (SEQRA).

Code of the Village of Alden general building/structure/addition requirements:

- Building height, setback, floor area and other requirements must be followed as per The Code of the Village of Alden for the Zoning District in which the construction is proposed.
- Any structure for which a building permit is issued is required to have sufficient gutters and downspouts installed on that portion of the structure that work is being performed upon, to allow proper drainage of water runoff. These gutters and downspouts must be installed to ensure water runoff does not discharge onto adjoining properties. This section shall not apply to detached storage buildings with a building footprint area of three hundred (300) square feet or less.
- No person shall strip or excavate topsoil for the purpose of the construction of any building until a building permit has been issued therefore.
- A dumpster shall be required to be placed on the site of construction where a building permit has been issued for the duration of construction, or an approved debris removal service shall be provided. All construction debris must be placed and kept in the dumpster at all times during construction. This requirement shall apply to new primary commercial structures, commercial additions with a gross floor area of three hundred (300) square feet or more, and accessory commercial structures with a gross floor area of three hundred (300) square feet or more.
- When a new primary building or structure, as defined in Chapter 210 of this Code, is constructed on a parcel of land that does not have sidewalks, said sidewalks shall be installed by the owner or developer across the entire frontage of the parcel. This provision shall also apply to any property where an accessory structure, whether attached or detached, is constructed with a permanent foundation or piers. If a property subject to the provisions of this section does not have adjoining sidewalks on adjoining properties, the Village of Alden Board of Trustees may waive or modify these requirements upon prior, written request. The Board may place any conditions upon such approval as may be deemed necessary and/or provident. Sidewalks shall be constructed in accordance with specifications approved by the Board of Trustees.
- No person shall engage in any plumbing work relating to the tapping, connection or repair of village water and sewer lines within the village unless he/she shall be duly licensed by and have a proper bond or certificate of insurance on file with the Village of Alden. Application for a plumbing license shall be made on a form supplied by the Village of Alden and shall be accompanied by an applicable fee. All licenses shall be valid only for the calendar year in which they are issued.

Inspections are required as outlined in the General Building Permit Application Information sheets.

A successful final inspection MUST be obtained prior to the use and/or occupancy of the building, structure or addition.

All applicable boxes must be checked and the Property Owner must sign and date below. Include this Checklist with the Building Permit Application.

Property Owner: _____

Date: _____