Steps to a Town of Knox Building Permit

Residential Building Construction

State, County or Town Road Permits or Approvals

County Health Department Approvals

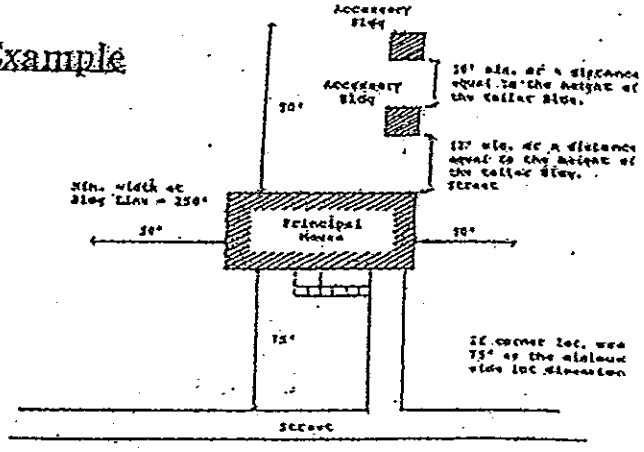
* Well
* Septic

Subdivision Approval

Zoning Ordinance Requirements

* Lotsize.....3 acres
* Building Setback.....75 feet
* Side Yard.....50 feet
* Back Yard.....50 feet
* Min. Width at Building Line....250 feet
* Min. Living Space.....1000 sf
* New York State Licensed Architect or Engineer's Stamp

Example



Building Permit Process

* Application
* Fee
* Inspections
  - 48 hour advance notice required
  - Footing formwork before concrete pour (undisturbed soil, proper steps, etc.)
  - Foundation Wall before backfill (drain tile, backfill material, waterproofing, insulation,etc.)
  - Rough Framing and Roofing (support columns, truss bracing and Certificate, headers, etc.)
  - Rough Plumbing (house trap, 3" roof vents, non-plastic supply, traps and venting, etc.)
  - Electrical (by Underwriters, sticker and certification) (or an inspection agency approved by this office)
  - Insulation (roof, wall, floor or basement wall, windows, vapor barrier, etc.)
  - Final Inspection (railings, smoke detectors, ground-fault circuits, caulking, etc.)

Final Albany County Health - Department Approval

Final Underwriters Certificate

Certificate of Occupancy or Completion

The town of Knox requires that all construction & demolition materials be properly disposed of in a licensed construction & demolition facility.

Town Hall 872-2551

Dan Sherman 446-1460

Cell # 858-6331

OFFICE HOURS: THURSDAYS 5PM - 7PM

OFFICIAL USE ONLY
Fee
Date
Rec'd by
Tax Map #

TOWN OF KNOX

TOWN HALL
KNOX, NY 12023

BUILDING DEPARTMENT

Application for Building or Zoning Permit

Please check one (if none is checked permit will be mailed) ☐ *Call for Pick-Up* ☐ *Mail Permit*

District: ☐ R ☐ A ☐ B ☐ LC1 ☐ LC2

1. Address of Work: _____

2. Permit Applicant/Property Owner: _____
   Address: _____ Zip: _____
   Phone: ( ) _____

3. Architect or Engineer of Record: _____
   Address: _____ Zip: _____
   Phone: ( ) _____

4. General Contractor/Construction Manager: _____
   Address: _____
   Phone: ( ) _____

5. Lot Size: (a) Width _____ ft.; (b) Depth _____ ft.; (c) Area _____ acres

6. ☐ Commercial ☐ Residential ☐ Mixed Project Cost Total: $ _____

7. Proposed Work to Be Done: *Please describe **in detail** work to be done including the **Prior/Current Use** and if applicable the **Proposed Use***

_____
_____
_____
_____
_____
_____
_____
_____
_____

8. Other
   A. The applicant shall notify the office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions.

B. A building permit shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy/Certificate of Completion (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive six-month periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information in the application is up to date; and (3) the renewal fee is paid.

9. CERTIFICATION:
I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT AND I WILL ALSO ALLOW ALL INSPECTORS TO ENTER THE PREMISES FOR THE REQUIRED INSPECTIONS. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Owner's Signature _____ **Date:** _____

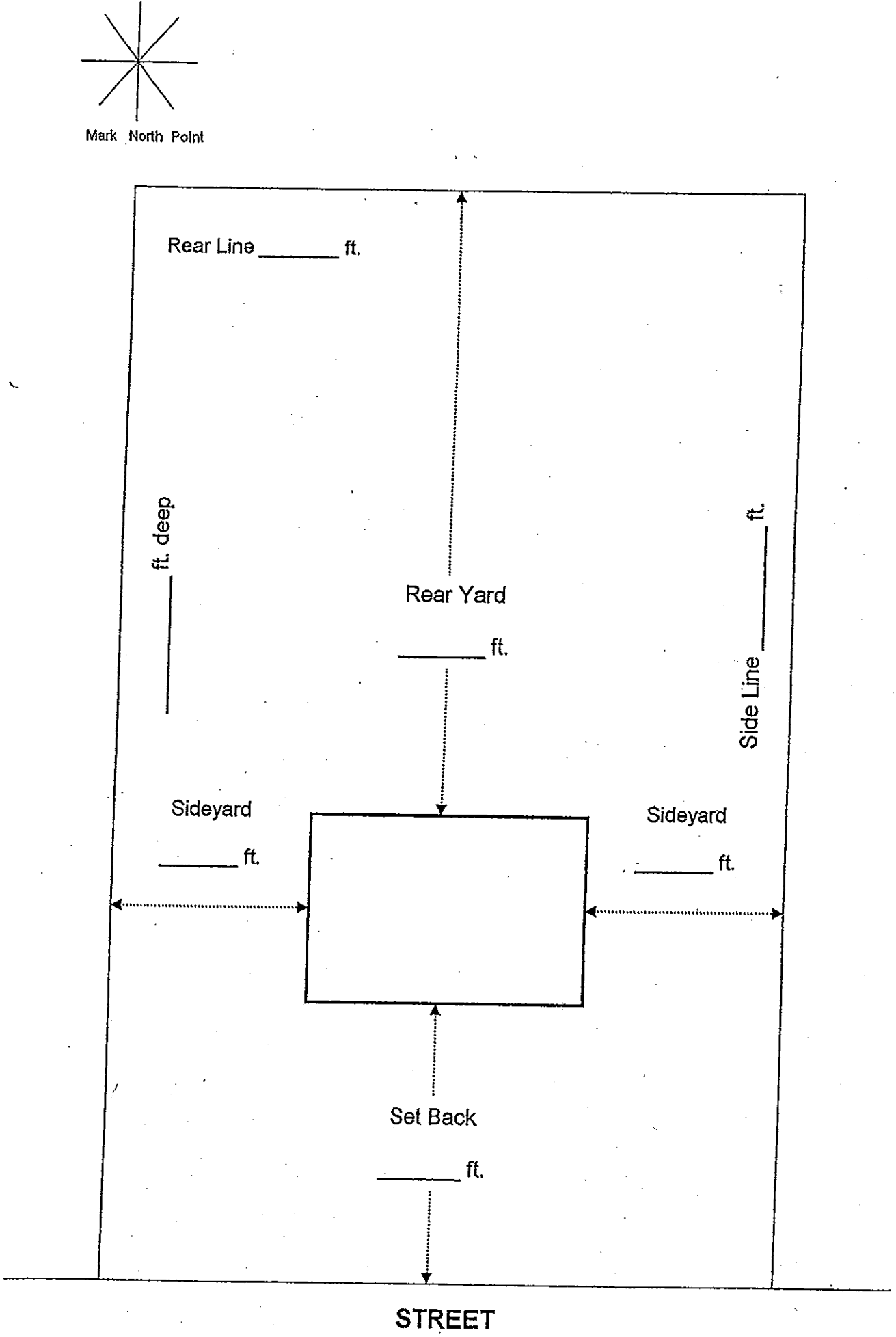
FOR OFFICE USE ONLY

Approvals Required		Decision	Date
☐	Zoning Department	_____	_____
☐	Planning Department	_____	_____

This application dated _____ is hereby Approved (disapproved) and permission Granted (Refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

The following special conditions apply to this approval/reason for refusal of permit:

Name _____ Date _____
Title _____ Permit Number _____


Mark North Point
Rear Line _____ ft.
ft. deep _____
Rear Yard
_____ ft.
Side Line _____ ft.
Sideyard
_____ ft.
Sideyard
_____ ft.
Set Back
_____ ft.
STREET

WHEREAS, pursuant to Sections 264 and 265 of the Town Law, the Knox Town Board is considering an amendment to the Town of Knox Zoning Ordinance, addressing exterior lighting fixtures to be used in new construction; and

WHEREAS, the Knox Town Board conducted a public hearing, after due notice, on July 12, 2011 at 7:30 p.m. at the Town Hall, Knox, New York ; and

NOW, THEREFORE BE IT

RESOLVED, That the Town of Knox Zoning Ordinance is hereby amended as follows:

1. Under Article V, Section A3, Activity Standards, a new paragraph "f" shall be added:

f. All outdoor lighting fixtures used in new construction in the Town of Knox shall be full cut-off lighting fixtures.

4. Under Article II, the following term and definition is to be added:

FULL CUT-OFF LIGHTING FIXTURE: A lighting fixture from which no light output is emitted at or above a horizontal plane drawn through the bottom of the lighting fixture.

RESOLUTION #92 – AMEND ZONING ORDINANCE FOR FULL CUT OFF LIGHTING FIXTURES ON NEW CONSTRUCTION, WITH EXEMPTION TO THE LIGHTING OF THE AMERICAN FLAG

On motion of Councilman Viscio, seconded by Councilwoman Nagengast, the following resolution was ADOPTED AYES 3 NAYS 2(Gage & Stevens)

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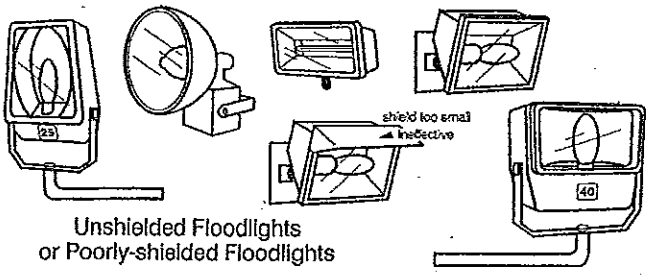
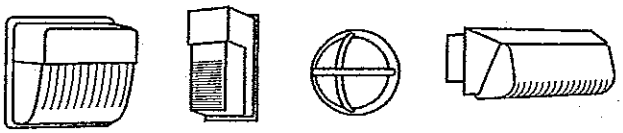
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

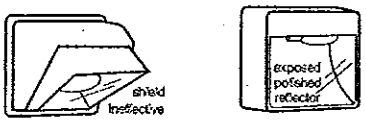
Fixtures that produce glare and light trespass

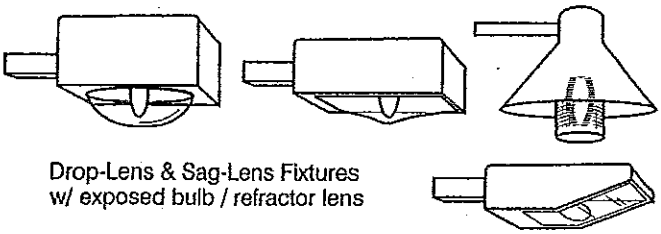


Unshielded Floodlights
or Poorly-shielded Floodlights

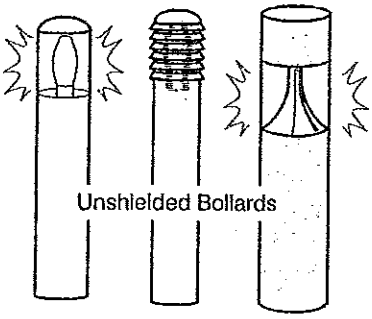


Unshielded Wallpacks
& Unshielded or
Poorly-shielded Wall
Mount Fixtures



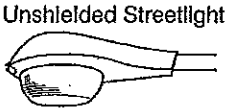


Drop-Lens & Sag-Lens Fixtures
w/ exposed bulb / refractor lens

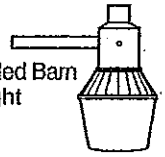


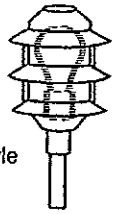
Unshielded Bollards

Unshielded Streetlight



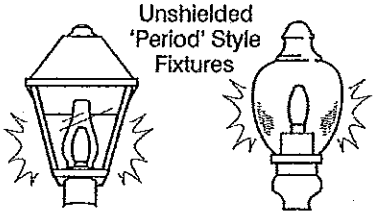
Unshielded Barn
Light

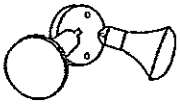




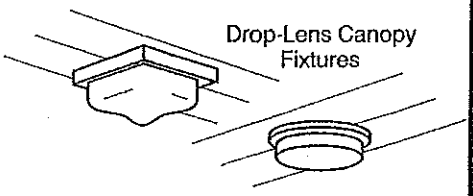
Louvered
'Marine' style
Fixtures

Unshielded
'Period' Style
Fixtures





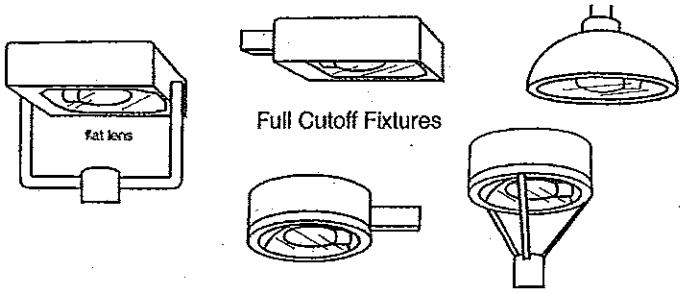
Unshielded PAR
Floodlights



Drop-Lens Canopy
Fixtures

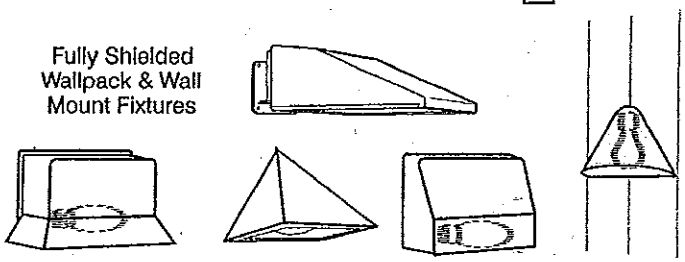
Acceptable

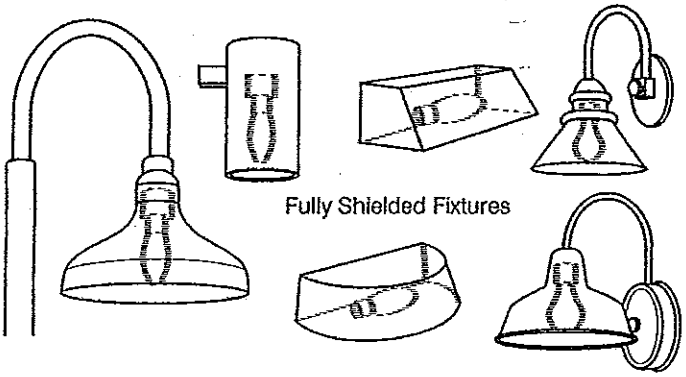
Fixtures that shield the light source to minimize glare and light trespass
and to facilitate better vision at night



Full Cutoff Fixtures

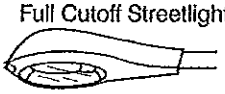
Fully Shielded
Wallpack & Wall
Mount Fixtures



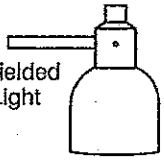


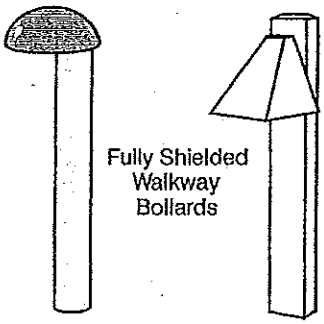
Fully Shielded Fixtures

Full Cutoff Streetlight



Fully Shielded
Barn Light

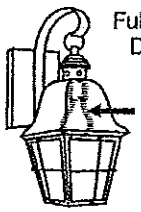




Fully Shielded
Walkway
Bollards

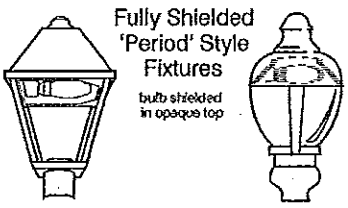
Fully Shielded
Decorative
Fixtures

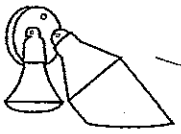
bulb shielded
in opaque top



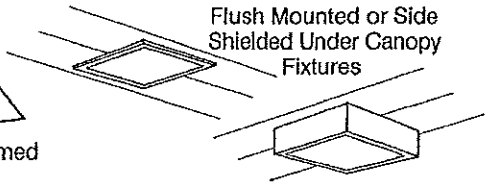
Fully Shielded
'Period' Style
Fixtures

bulb shielded
in opaque top





Shielded / Properly-aimed
PAR Floodlights



Flush Mounted or Side
Shielded Under Canopy
Fixtures

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Building Fee Schedule - Town of Knox

Effective February, 1990, updated November, 2008

1. Residential Building Permit

a. New Residential Buildings (including trailers, modulars, etc.)

0 - 2,000 square feet	$150.00
2,001 - 3,000 square feet	$200.00
3,001 - over	$250.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 - $10,000	$ 50.00
$10,001 - $30,000	$ 75.00
$30,001 - over	$100.00

c. All Building Permits will be valid for 1 year

Building Permit Renewals each successive 6 month period:

$25.00 or one half of original fee (whichever is less)

d. Subdivisions

Filing Fee	$50.00
Fee per Lot	$25.00

2. Miscellaneous Permits

Pole Barns, Garages, Accessory Buildings, Additions to Accessory Buildings, Decks, Pools, New Chimneys, Woodstoves, etc..$25.00

3. Certificate of Occupancy

With Building Permit	No charge
Additional Copies	$10.00

4. Temporary Certificate of Occupancy

First 6 month period	$25.00
Successive 6 month periods (limit 2)	$10.00

5. Commercial, Industrial (Non-Residential) Building Permit

a. New Buildings

0 - 5,000 square feet	$ 500.00
5,001 - 15,000 square feet	$1,000.00
15,001 - over	$1,500.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 - $10,000	$200.00
$10,001 - $30,000	$300.00
$30,001 - over	$400.00

c. All Building Permits will be valid for 1 year.

Building Permit Renewals each successive 6 month period:
$ 25.00 or one half of original fee (whichever is less)

6. Churches, Fire Departments, or other Non-Profit Organizations:

Fees are waived, permits are required.

7. Appeal Application - Zoning Board of Appeals.....$25.00

8. Manuals

Zoning Ordinance Manual	$6.00
Land Subdivision Books	$3.00
Postage and Handling (if applicable)	$2.50

9. Cellular Tower Application Fees

Application Fee	$2,500.00
Co-location Fee	$1,000.00