

STEPS TO A TOWN OF KNOX BUILDING PERMIT

RESIDENTIAL BUILDING CONSTRUCTION

State, County or Town Road Permits or Approvals

County Health Department Approvals

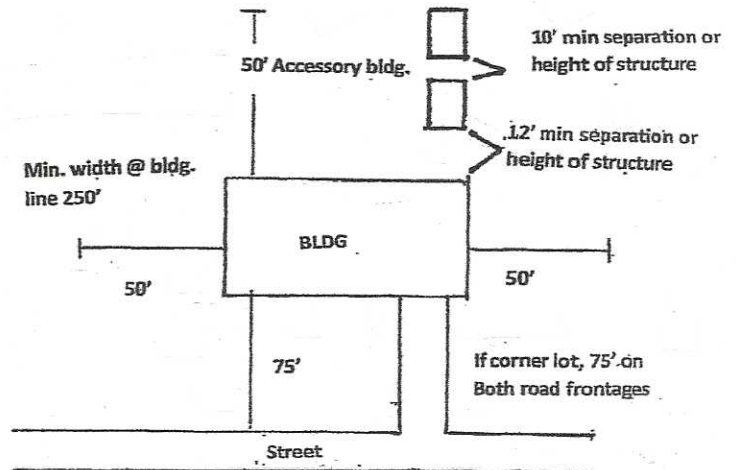
Preliminary Approval – Well

Preliminary Approval – Septic

Subdivision Approval

Zoning Requirements

- Lot Size 3 Acres (minimal)
- Building Setback 75 Feet
- Side Yard 50 Feet
- Back Yard 50 Feet
- Min. Width at Bldg Line 250 Feet
- Min. Living Space 1000 sf
- NYS Licensed Architect or Engineers Stamp



Building Permit Process

Complete application

Pay Application Fee

***Inspections – All Inspections require 48-hour advance notice to Building Department**

- 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 & Certificate, headers, etc.)
- Rough Plumbing (house trap & fresh air vents, 3" roof vents, non-plastic supply)
- Electrical sticker and certification by an inspection office approved by this office.
- Insulation (roof, wall, floor or basement wall, windows, vapor barrier, etc.)
- Final Inspection (railings, smoke/CO detectors, ground-fault circuits, caulking, etc.)

Final Albany County Health Department Approval

Final Electrical Certificate

Final Energy Code Compliance (certificate and blower door test)

Certificate of Occupancy OR Completion

**THE TOWN OF KNOX REQUIRES THAT ALL CONSTRUCTION AND DEMOLITION MATERIALS BE PROPERLY
DISPOSED OF IN A LICENSED CONSTRUCTION AND DEMOLITION FACILITY**

Contact Information:

Dan Sherman (518) 518-895-2782 / (518) 935-7101 © email: buildinginspector@knoxny.org

Rich Loucks (518) 872-2320

Knox Town Hall (518) 872-2551

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

TOWN OF KNOX

TOWN HALL
 KNOX, NY 12023
 (518) 872-2551

BUILDING DEPARTMENT

Application for Building or Zoning Permit

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

District: R A B LC1 LC2

1. Address of Proposed Work: _____

2. Property Owner: _____
 Address: _____ Zip: _____
 Phone: () _____ Email: _____

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

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

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.

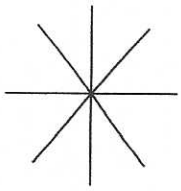
9. CERTIFICATION:

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.

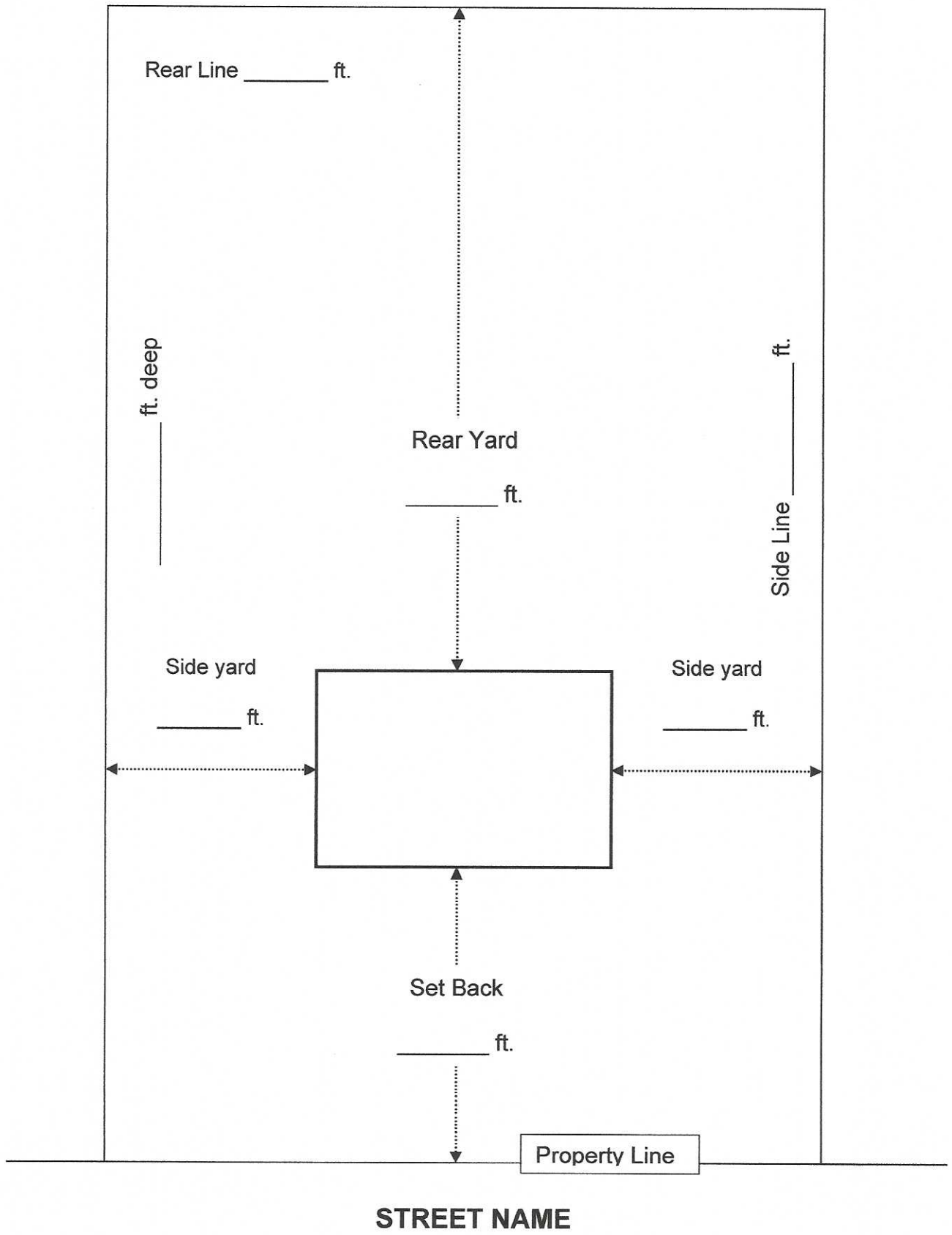
Owner's Signature _____

Date: _____

FOR OFFICE USE ONLY		
Approvals Required	Decision	Date
<input type="checkbox"/> Zoning Department	_____	_____
<input type="checkbox"/> 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



Building Fee Schedule – Town of Knox

Effective Feb. 1990 - Updated Nov. 2008, Aug. 2016, May 2023

1. Residential Building Permit

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

0 – 2,000 square feet	\$250.00
2,001 – 3,000 square feet	\$300.00
3,001 – over	\$350.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 – \$10,000	\$100.00
\$10,001 - \$30,000	\$150.00
\$30,001 - \$70,000	\$200.00
\$70,000 and over	\$250.00

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 more)

d. Subdivisions

Filing Fee	\$100.00
Fee per Lot	\$50.00

2. Miscellaneous Permits

Pole Barns, Garages, Accessory Buildings, Fire Inspections.....	\$100.00
Additions to Accessory Building, Decks, Pools, New Chimneys, Woodstoves, Residential Solar, Etc.	\$75.00

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 and over	\$1,500.00

b. Alterations, Renovations, Conversions to Existing Buildings

0 – \$10,000	\$200.00
\$10,001 - \$30,000	\$300.00
\$30,001 and 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 more)

d. Commercial Solar Array\$1,500.00

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

Fees are waived, permits are required.

7. Appeal Application – Zoning Board of Appeals \$35.00

8. Cellular Tower Application Fees

Application Fee	\$2,500.00
Co-Location Fee	\$1,000.00