

Building Department
18 Russell Avenue
Ravena New York 12143
518-756-2850 Office
518-756-1991 Fax

Town of Coeymans



Edward P. Downes
Building Inspector
C.E.O.

Sante DeBacco
Assistant Building Inspector
C.E.O.

Mary Ann Filkins
Secretary

T0: APPLICANTS FOR CONSTRUCTION PERMITS FOR THE TOWN OF COEYMANS

FROM: BUILDING DEPARTMENT TOWN of COEYMANS

- (1) The building permit application must be completed in duplicate and submitted to this office. All questions on the "description of material" form must be answered. If the question/information does not apply, mark N/A in the giving space. Failure to complete application will result in return thus prolonging the review process.
- (2) Two (2) copies of construction plans signed and stamped by a licensed architect or engineer. One (1) set of approved plans will be returned to you with your permit and this set must be maintained on the site during construction.
- (3) The contractor in charge of doing the work must submit a Certificate of Insurance.
- (4) A survey map must be submitted showing the location of and all setbacks from all property lines for the proposed structure. A copy of the deed to the parcel must be included.
- (5) No owner or occupant shall at any time move into any new or renovated structure until this department has issued the final Certificate of Occupancy. Failure to comply can result in fines and court proceedings.
- (6) Drawings from Albany County Health Department for Septic and Well layout.

FOR SHEDS AND DECKS

- (1) Two (2) sets of scaled construction drawings must be submitted, and Number 1, 3, 4 and 5 (above) will also apply.