



VILLAGE OF NEW PALTZ

Building Department

25 PLATTEKILL AVE.
NEW PALTZ, NEW YORK 12561
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NEW COMMERCIAL BUILDING/ADDITION TO COMMERCIAL BUILDING (INCLUDING R OCCUPANCIES)

(All items below must be submitted and fee paid before a plan review takes place.)

Applicable Codes: *NYS Building, Fire, Plumbing, Mechanical and Energy Conservation Codes*

1. **BUILDING PERMIT APPLICATION**
 Application must be fully completed
 Must be signed by owner or submitted with a consent form available from the office or website.
2. **SITE PLAN**
 (Planning Board approval required for any use or change of use on Commercial property)
3. **BUILDING PLANS (NYS & Village Law and a requirement for all permits)**
 Two complete sets required. Including schematics with details and drawings for electrical, structural, plumbing, mechanical (combustion and/or make-up air calculations), etc. Original stamp and signature of a registered design professional on each set. (NYS Architect or Professional Engineer)
4. **CODE ANALYSIS**
 Plan review checklist forms including BC chapter 16 forms are available on the NYSDOS and the Village of New Paltz Website (www.villageofnewpaltz.org) Must be completed by the design professional.
Indicate Building or Existing Building Code being used in design documents
 NYS Existing Building Code. Repair or Alteration Level I, II, or III must be specified on plans, as well as compliance with applicable Chapters with applicable code section compliance notations. Performance Compliance Method documents and calculations must be shown on plans and in submittals if used.
 NYS Building Code.
5. **SPECIAL INSPECTIONS**
 Required per the NYS Building Code Chapter 17. List on the plans and fill out Special Inspection Packet.
6. **ENERGY REVIEW**
 Commercial buildings must be designed in accordance with the IECC 2012 as modified by the 2014 Supplement. The IECC allows alternative design by with the ASHRAE 90.1-2010, Energy Standard for Buildings, Except for Low Rise Residential Buildings, also as modified by the 2014 Supplement. Electronic copies of all the documents are available on the NYSDOS website listed below. (http://www.dos.ny.gov/DCEA/energycode_code.html)
7. **DEPARTMENT APPROVALS-see Village Code 212-13 for updated Planning Board requirements.**
 Water & Sewer Department DPW 255-1980
 Zoning Department & ZBA 255-3055
 Planning Board & Planner 255-3055
 Ulster County 911 Address Form for new construction
8. **PLAN REVIEW** to be completed by the design professional (see office, NYSDOS website for plan review packet)
 Plan review packet completed
 Building Department Plan review fee \$100/hr.
9. **WORKERS' COMPENSATION and CERTIFICATE OF LIABILITY** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application. (See Insurance Sheet)
10. **ZONING COMPLIANCE WORKSHEET** must be completed and submitted as part of the permit submittal package.
All applications MUST be complete or it will not be reviewed by a Code Enforcement Officer and your project may be delayed.

NYS Codes are available online at --- <http://publicecodes.citation.com/st/ny/st/index.htm>