



# APPLICATION FOR ACCESSORY STRUCTURE PERMIT

TOWN OF GALWAY  
BUILDING DEPARTMENT  
5910 Sacandaga Road  
Galway, NY 12074  
Telephone (518) 514-8012 Fax (518) 882-6069  
[tgilday@townofgalwayny.org](mailto:tgilday@townofgalwayny.org)

(NO HABITABLE SPACE: DETACHED GARAGE, BARNS, POOL HOUSE ...)

1. APPLICATION MUST BE FILLED OUT COMPLETELY INCLUDING ALL SIGNATURES.
2. The permit fee of **\$.14 per Sq.ft. (\$100 minimum)** (check made payable to Town of Galway) must accompany application.
3. Any roof construction other than conventional "ridgeboard & rafter" will require engineering (trusses).
4. No permit is required for structures with a **maximum** square footage of 144 sq. ft.
5. A plot plan is required to be submitted to comply with all Zoning area requirements.

## Location Information

JOB SITE ADDRESS \_\_\_\_\_ TAX MAP ID# \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_ TOTAL COST OF WORK \$ \_\_\_\_\_  
IS JOB SITE IN A FLOOD PLAIN?                      YES    NO

## OWNER INFORMATION

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
\_\_\_\_\_  
**OWNER'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPLICANT INFORMATION

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
\_\_\_\_\_  
**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## CONTRACTOR INFORMATION

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
\_\_\_\_\_  
**CONTRACTOR'S CONTACT** \_\_\_\_\_

## FOR STAFF USE ONLY:

PERMIT # \_\_\_\_\_ DATE APPLIED \_\_\_\_\_ DATE ISSUED \_\_\_\_\_  
DENIED \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE CLOSED \_\_\_\_\_

**SPECIFICATIONS & MATERIALS LIST  
AND  
CALCULATION OF PERMIT FEE**

| GENERAL                               | SIZE | MATERIAL | SPECIFICATIONS | OTHER |
|---------------------------------------|------|----------|----------------|-------|
| FOUNDATION:                           |      |          |                |       |
| FOOTINGS                              |      |          |                |       |
| SLAB (400 SQ FT,<br>ENGINEERING REQD) |      |          |                |       |
| BLOCKS, ETC                           |      |          |                |       |
| FLOORS:                               |      |          |                |       |
| SLAB (SEE ABOVE)                      |      |          |                |       |
| JOISTS                                |      |          |                |       |
| DECKING                               |      |          |                |       |
| WALLS:                                |      |          |                |       |
| SILLS                                 |      |          |                |       |
| STUDS                                 |      |          |                |       |
| HEADERS                               |      |          |                |       |
| SHEATHING                             |      |          |                |       |
| ROOF:                                 |      |          |                |       |
| RIDGE BOARD                           |      |          |                |       |
| RAFTERS                               |      |          |                |       |
| TRUSSES<br>(ENGINEERING REQD)         |      |          |                |       |
| SHEATHING                             |      |          |                |       |
| UNDERLAYMENT:                         |      |          |                |       |
| ICE PROTECTION<br>(IF HEATED)         |      |          |                |       |
| FELT PAPER                            |      |          |                |       |
| VENTING                               |      |          |                |       |
| HEATING (IF ANY):                     |      |          |                |       |
| ENERGY CODE<br>COMPLIANCE             |      |          |                |       |
| TYPE                                  |      |          |                |       |
| FUEL                                  |      |          |                |       |
| VENT MATERIAL                         |      |          |                |       |
| INSULATION (IF ANY)                   |      |          |                |       |

| FINISH WORK                | SIZE | MATERIAL | UNDERLAY | OTHER |
|----------------------------|------|----------|----------|-------|
| INTERIOR<br>CEILINGS/WALLS |      |          |          |       |
| ROOFING                    |      |          |          |       |
| WALL SIDING                |      |          |          |       |
| MISCELLANEOUS              | SIZE | MATERIAL | OTHER    |       |
|                            |      |          |          |       |

**FEE CALCULATION**

MINIMUM FEE - \$100.00  
 CALCULATION BY SQUARE FOOTAGE:

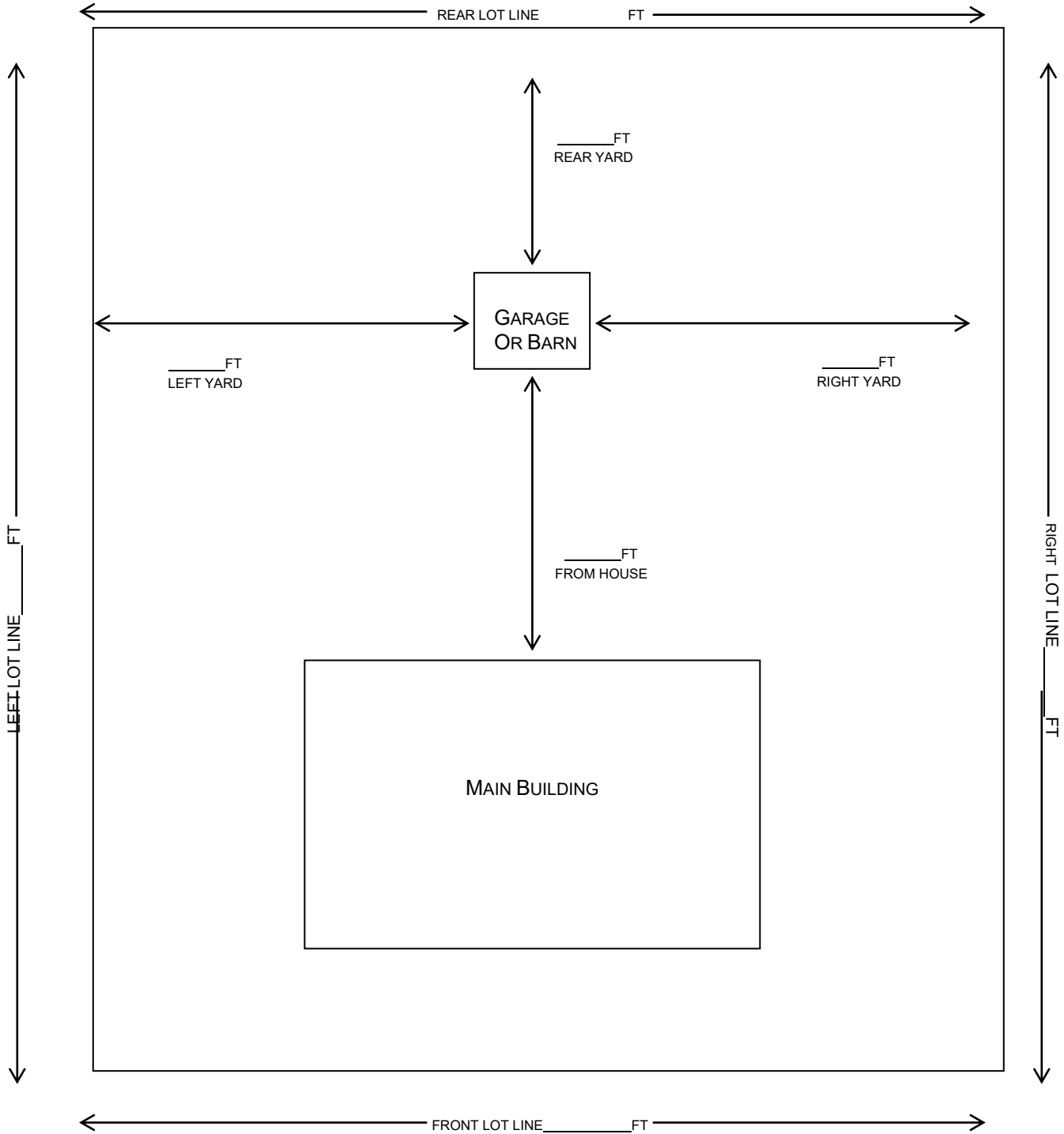
\$.14 / SQ.FT. X \_\_\_\_\_ = \_\_\_\_\_  
AREA IN SQ. FT.

**TOTAL FEE AMOUNT = \_\_\_\_\_**

**(MAKE CHECK PAYABLE TO *TOWN of GALWAY*)**

## PLOT PLAN AND LOCATION INFORMATION

Locate main building (including additions), any accessory structures, swimming pool, etc. Give all yard dimensions.



### HOLD HARMLESS:

The Individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the Town of Galway, its Agents and Employees (hereinafter referred to as "Town"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work covered by this building permit application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant, its contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. \_\_\_\_\_ **INITIAL**

# APPLICATION FOR ACCESSORY STRUCTURE PERMIT

## THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. Detailed drawings to include (but not limited to): (a) foundation; (b) floor and wall framing; (c) roof rafters or trusses; (d) roofing materials; (e) energy code compliance path, if conditioned space.
  - a) Unit to be built to withstand Ground Snow Load of 50 psf and wind speed of 115 mph (ultimate).
2. The attached plot plan must be filled out completely. Include a survey (if available), showing garage location as well as location of (including and additions), any accessory structures, swimming pools, etc. and all yard dimensions.
3. AN APPROVED ELECTRICAL INSPECTION AGENCY MUST INSPECT AND PROVIDE A CERTIFICATE OF COMPLIANCE FOR ANY ELECTRICAL WORK.
4. LIABILITY INSURANCE COVERAGE:
  - (a) For general contractors acting in the capacity of a general contractor: a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the Town of Galway as an Additional Insured and Certificate Holder;
  - (b) For homeowners acting as general contractor – see Homeowner Insurance Requirements (attached).
  - (c) All applicants must provide proof of NYS Statutory Workers Compensation (form C105.2) and Disability Insurance (form DB120.1) or a waiver of same as determined by the NYS Workers Compensation Board (Homeowners – form BP-1; Contractors – form CE-200).

The information that we require is as follows:

### Foundation(if any)

**Slab/Patio Blocks/etc:** Size, Material Type

### Floors

- **Joists:** Size, Spacing, Material Type
- **Decking:** Size, Material Type, Attachment to Joists

### Walls

- **Sills:** Size, Material Type
- **Studs:** Size, Material Type, Spacing
- **Headers:** Size, Material Type
- **Sheathing:** Size, Material Type
- **Siding:** Material Type

### Roof/Ridge Board

- **Rafters:** Material Type, Spacing
- **Trusses:** Material Type, Spacing(Engineers Stamp Required)
- **Sheathing:** Size(1/2" min.), Material Type
- **Covering:** Material Type
- **Underlayment:** As required by covering material type
  - **Ice Protection:** From eave edge to at least 24" inside exterior wall line
  - **Felt paper:** As required by slope
- **Venting:** As required by covering material type

### Design Criteria

- Unit to be built to withstand Ground Snow Load of 50psf and Wind Speed of 115mph (ultimate).
- Lot Placement
- Area Requirements of property Zoning District to be followed and noted on a plot plan or survey.

***Additional information may be required by the reviewing inspector as deemed necessary.***