

Town of Schaghticoke
290 Northline Drive, Melrose N.Y. 12121
(518)753-6915
Office of the Building Inspector/Code Enforcement Officer
Cell (518) 209-8892

Checklist for Applicant/Homeowner for Home Construction

I. Required before issuance of *Building Permit*.

1. Completed Application
2. Site Plan, Plot Plan, Survey Map, and Construction Plans ***all in a digital format***. If digital forms are not available printed plans are not to exceed 11"x17" in size
3. Driveway Permit:
 - (a) For Town Roads: Preliminary Approval of ***Schaghticoke Driveway Permit*** Issued by the Highway Superintendent.
 - (b) For County Roads: Preliminary **Approval of Road and Driveway Culvert Permit**.
 - (c) For State Roads: Copy of approved **N.Y.S. Highway Work Permit Application for Non-Utility Work**.
4. Conformance of plans with application zoning restrictions /setbacks
5. Copy of Area or Use Variance, or Special Use Permit if applicable.
6. Copy of subdivision approval or classification form from planning board, if applicable.
7. **Permit to Construct** a private sewage disposal system from Rensselaer County Health Department (RCHD)
8. Cash or Check payable to **Town of Schaghticoke**.

II. Required before issuance of *Certificate of Occupancy*.

Call the Building Inspector for the following mandatory inspections

1. Footing Inspections (prior to pour)
2. Foundation Inspection (prior to pour)
3. Drainage Inspection; (prior to backfill)
4. Framing Inspection
5. Plumbing Inspection
6. Electrical Inspection (rough wiring inspection) (***inspected by fire underwriters***)
7. Insulation Inspection
8. Final Inspection

Required paperwork for C of O

9. Certificate of Compliance is required from RCHD certifying the well and septic system.
10. Blower door test results
11. Duct Blast test results (If required)
12. Certificate from NYS Underwriters (final electrical inspection)
13. Driveway Permit:
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 - (c) For State Roads: **Copy of approved N.Y.S. Highway Work Permit Application for Non-Utility Work**.

When in doubt call the inspector (518-209-8892)