

Local Law No. __ of 2019

Accessory Apartment Law Town of Marbletown



The text of the proposed Local Law No. of 2019 Accessory Apartment Law is as follows:

SECTION I. SHORT TITLE AND PURPOSE

This Local Law is to be known as the Local Law __ of 2019 Accessory Apartment Law. This Law amends the Zoning Law to revise and replace the existing provisions of the Town of Marbletown Code.

SECTION II. LEGISLATIVE FINDINGS

The Town Board of the Town of Marbletown hereby adopts and makes the following findings:

1. The Town Zoning Law is in need of revision to ensure compliance with the policies and objectives of the Town Comprehensive Plan and other related plans proposed and adopted in recent years.

SECTION III. 2019 AMENDMENTS

The Zoning Law of the Town of Marbletown shall be amended as follows:

Section A. Accessory Apartments

The following sections of the Town of Marbletown Zoning Code shall be modified as follows:

1. §200-13. ACCESSORY APARTMENT- a dwelling unit, which contains cooking, sanitary and sleeping facilities, and shall contain only one bedroom, contains a minimum of 350 sq. ft. of habitable space as defined by the Property Maintenance Code 2015 Of New York State, with a maximum of 900 sq. ft., contained within the primary residential structure or an approved detached structure.
2. §200-46.D.(15), Apartments accessory to the principal permitted residential use of the same parcel are permitted in all districts, except that they shall not be allowed in the I-1 District and a Special Use Permit shall be required in the S-R E and S-R N districts in the event of exterior modification to the structure shall require a Certificate of Appropriateness permit. It is the intent of this provision to expand affordable housing opportunities in the Town, particularly for small families and senior citizens, to allow more efficient use of residential and accessory structures, to provide expanded economic return to enable older homeowners to maintain their home and to provide options for local workers, young and older families, live-in help or health providers.
 - a. Lot Area.

3. §200-8 Schedule of Use Regulations

Accessory Apartments under Accessory Uses shall be modified to reflect their being Permitted in all districts except I-1 shall remain X and SR-E and SR -N shall be Permitted and Special Use Permit (SU) where exterior modification is required.

SECTION IV. AMNESTY

Landowners for a period of 160 days from the date of Effectiveness of this local Law for all prior non-conforming and un-permitted Accessory Apartments may make application to the Town of Marbletown Building Department, without penalty, for the legalization of existing Accessory Apartments. All applications shall comply with the current law but applications will not be limited, restricted or included in the annual permit limitations.

SECTION V. ANNUAL PERMIT LIMITATION

Permits shall be issued on a first come first served basis but in no calendar year shall the Town of Marbletown issue more than Fifty (50) total permits for Accessory Apartments.

SECTION VI. SEVERABILITY

The invalidity of any provision of this Local Law shall not affect the validity of any portion of this Local Law which can be given effect without such invalid provision.

SECTION VII. EFFECTIVENESS

This Local Law shall become effective upon filing with the Secretary of State.

TOWN OF MARBLETOWN

1925 Lucas Ave.,Cottkill NY 12419 / PO Box 217 Stone Ridge, NY 12484

ACCESSORY APARTMENT

minimum 350 sq ft. - maximum of 900 sq ft.

Name _____

SBL# _____

Print/Type clearly and submit the following documents with your application.

*Incomplete Applications will be returned.

_____ **DEED** - Copy of your filed deed. Must show Liber and page number. If none on file, call the Assessor's office. 687-7500 x 172

_____ **911 ADDRESS** - Is the property address. If none on file, call the Assessor's office and they will assign one for you. 687-7500 x 172

_____ **BOARD OF HEALTH APPROVAL** -

_____ **RES CHECK CALCULATIONS** - We are now using the Stretch Code. Info on Marblertown.net under Forms & Documents. Any questions please call Bldg inspector at 845-687-7500 x 3 or email inspector@marblertown.net

_____ **2020 RESIDENTIAL CODE REVIEW CHECKLIST** - To be completed by a NYS Licenced Profession

_____ **2015 ENERGY CODE CYCLE** - choose option # 1 or # 2 and fill out required information.

_____ **SITE PLAN:** Submit one site plan and one set on pdf form CD,

** Must show location of all Existing structures, well, utilities lines, septic and new structure(s).

**Site plan must show where location of well, septic and electric lines are on parcel

_____ **PLANS :** Submit (1) FULL SET OF PLANS SIGNED & STAMPED, (1) SET 11 X 7, (1) DIGITAL ON FLASH DRIVE OR DISK.

_____ **RENTAL AGREEMENT** - Owner shall be required to provide proof of rental agreement including the duration of the period upon request To the Town of Marblertown Code Enforcement Officer.

_____ Do you currently have any applications with the Planning/Zoning Board Pending ___ YES ___ NO

_____ **LETTER OF CONSENT:** If the Contractor/Applicant is not the owner of the premises, a letter of agent from the owner,

_____ **CHECK:** Bring a check payable to the Town of Marblertown

_____ **INSURANCE INFORMATION** -MUST ATTACH INSURANCE FORM

Have your contractor email, fax or mail their forms to you to include in this packet

***we do not keep forms "on file" - please do not email them - attach them to this permit application**

_____ contractors proof of Liability (Acord form) and Workers' Compensation (C105.2 or U26

_____ contractors proof of Liability (Acord form) and Workers' Compensation

_____ Homeowners' Exempt form - form is included in this packet, sign and notarize

_____ **Ulster County Electricians Name & License Number** - _____ **NUMBER #** _____

_____ **APPLICATION COMPLETE, RECEIVED AND CHECKBY:** _____ **DATE:** _____

(office use only)

The work covered by this application may not be started before the issuance of a Permit, Site Plan or Variance depending on the circumstances of the project. Site inspection is required for some projects prior to issuance of Building Permit. Scheduling ALL inspections including final inspection to secure Certificate of Occupancy or Compliance is the responsibility of the Owner/Agent

Work started without a permit is subject to \$150.00 + permit fee + zoning fee

If the project is not complete by the end of the renewal date, renewal will be \$50.00 or 10% of the original permit fee whichever is greater. Work must commence within 6 months and is limited to 2 renewals.

After 2 renewals, a new permit must be applied for at full cost plus a violation issued in the amount of \$100.00 per year.

Only a complete packet and original copy (not faxed or emailed) of the application will be accepted for processing with ALL documents submitted .Once a complete packet is received we will start the process.

Allow a Minimum of two weeks for code review (14 business days)



**TOWN OF MARBLETOWN
BUILDING AND ZONING PERMIT APPLICATION**

PRINT CLEARLY and COMPLETE ALL INFORMATION:

*****Incomplete Applications will be returned.**

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL NUMBER: _____ CELL NUMBER: _____

E-MAIL _____ E-MAIL _____

EXACT ADDRESS OF WHERE WORK IS BEING DONE: _____

PROJECT MANAGER (person overseeing project):

Name: _____ PHONE NO. _____

email: _____

1. SECTION _____ BLOCK _____ LOT _____ NUMBER OF ACRES _____

2. EXISTING USE AND OCCUPANCY OF PROPERTY: _____ SINGLE FAMILY RESIDENCE, _____ VACANT LAND

_____ OTHER _____ Number of existing bedrooms _____ Number of existing bathrooms _____

3. NATURE OF WORK: _____ DEMO _____ NEW _____ ADDITION _____ ALTERATION _____ RENOVATION

IS WORK ALREADY DONE: _____ YES _____ NO

4. GIVE A BRIEF DESCRIPTION OF WORK : _____

5. CHECK ALL THAT IS APPLICABLE:

_____ NUMBER OF ADDITIONAL STORIES _____ # OF ADDITIONAL BEDROOMS _____ # OF ADDITIONAL BATHROOMS

_____ FOUNDATION _____ PIER _____ CRAWL SPACE _____ FULL _____ BLOCK _____ POURED _____ SLAB

_____ FINISHED BASEMENT _____ UNFINISHED BASEMENT

6. DIMENSIONS OF PROPOSED STRUCTURE: _____ LENGTH _____ WIDTH _____ HEIGHT

7. SETBACKS: _____ FROM CENTER OF ROAD _____ REAR _____ LEFT _____ RIGHT

8. ELECTRICAL WORK: _____ (N) _____ (Y) **Must provide UC Electrical Lic #** _____

PLUMBING WORK: _____ (N) _____ (Y)

9. HEAT TYPE: _____ NONE TO BE INSTALLED _____ HOT AIR _____ HOT WATER / STEAM _____ ELECTRIC _____ OIL _____ GAS

10. WILL CENTRAL AIR CONDITIONING BE INSTALLED? _____ YES _____ NO

11. WILL A GENERATOR BE INSTALLED? _____ YES _____ NO - separate permit required

12. WILL A FUEL BURNING APPLIANCE BE INSTALLED? _____ YES _____ NO

WILL A FIREPLACE OR WOODSTOVE BE INSTALLED? _____ YES _____ NO

13. ROOFING MATERIAL WILL BE _____

14. MISCELLANEOUS CONSTRUCTION:

GARAGE : SQ. FT _____ () ATTACHED, () DETACHED # OF STORIES _____ 1, _____ 1/2, _____ 2

DECK: SQ. FT OF DECK _____ () FRONT, () REAR, () LEFT SIDE, () RIGHT SIDE

PORCH: SQ FT OF PORCH _____ () OPEN, () CLOSED

WRAP AROUND PORCH _____ SQ FT

15. ALARM SYSTEM: _____ NO, _____ YES, LICENCE NUMBER SECURITY SYSTEM INSTALLER _____

16. TYPE OF USE: _____ PERSONAL, _____ BUSINESS, _____ MIXED OCCUPANCY, _____ OTHER _____

17. HAS THE CONSTRUCTION SITE (OR PORTION THEREOF) BEEN DESIGNATED AS A FLOOD HAZARD OR WETLANDS (AS PER FLOOD INSURANCE RATE MAP OR STATE WETLANDS MAPS): _____ (N) _____ (Y)

18. PERCENTAGE OF LOT COVERAGE (INCLUDING ALL BUILDINGS) _____ LESS THAN 10%, _____ 20%, _____ 30%

19. COST OF CONSTRUCTION \$ _____
(INCLUDING ALL LABOR AND MATERIALS)

20. Are you hiring a contractor? _____ yes (attach insurance forms) _____ no (attach waiver) - we do not keep certificates on file.

NAME OF CONTRACTOR _____

ADDRESS _____

PHONE NUMBER _____ CELL NUMBER _____

E-MAIL ADDRESS _____

*Liability Exp. Date: _____ *Workmens' Comp Exp Date: _____ *Workmens' Comp Ex Date: _____
MUST FILL IN

21. ELECTRICIAN _____ YES _____ NONE UC LICENSE # _____

NAME _____

ADDRESS _____

PHONE NUMBER: _____ CELL NUMBER: _____

22. PLUMBER: _____ YES _____ NONE NAME _____

ADDRESS _____

PHONE NUMBER: _____ CELL NUMBER: _____

23. ARCHITECT/P.E. _____ YES _____ NONE NAME _____

MAILING ADDRESS _____

PHONE NUMBER: _____ CELL NUMBER: _____

E-MAIL ADDRESS: _____

Upon accepting this permit, you have acknowledged that you are required to notify this office a minimum of 48 hours in advance for inspections that pertain to your project. A list of inspections will be attached to the required on site building plans which will include your permit. Dig Safely Master Member List By law, Excavators must call Dig Safely. New York at 1-800-962-7962 E-mail:www.digsafelynewyork.com at least 2 full working days before to request a stake-but of underground utility lines. As of March 16, 1996 the following organizations own buried facilities in the Town of Marbletown and are members of the Dig Safely. New York "one-call" notification system. Note: This list does not contain members in any villages or cities that may exist in this town. One free phone call to Dig Safely. New York Contacts: Organizations: CENTRAL HUDSON GAS & ELECTRIC, NEW YORK TELEPHONE C/O BYERS ENGINEERING, ROLLING MEADOWS WATER CORP, AND HIGH FALLS WATER DISTRICT. I (we) understand that it is a violation of the Town of Marbletown Zoning Law to use / occupy without first obtaining a Certificate of Occupancy / Compliance from the Codes Enforcement Officer. MAXIMUM \$250.00 / WEEK AND OR IMPRISONMENT. I, (we) the undersigned, understand that any incomplete or omitted information on plans and (or) description of work as submitted to the building department for the issuing of a building permit shall be constructed / installed in compliance with all applicable rules, regulation and codes in effect at the time of this signing. I hereby grant the building inspector or his or her authorized agent permission to enter upon the premises and into any building or building structures thereon at anytime during working hours without being subject to arrest or civil suit for trespassing. I (we) understand that if a permit issued, it is valid for one year of date of issuance and If the project is not complete by the end of the renewal date, renewal will be \$50.00 or 10% of the original permit fee whichever is greater. Work must commence within 6 months and is limited to 2 renewals. After 2 renewals, a new permit must be applied for at full cost plus a violation issued in the amount of \$100.00 per year. NYS Carbon Monoxide detector(s) must be installed in dwelling unit prior to final inspection.

24. _____ / _____ Date: _____
Signature of Owner (s)

25. _____ / _____ Date: _____
Signature of Contractor/Builder Signature of Applicant

26. Name and phone number to call when permit is ready pick up _____ # _____
If none, permit will be mailed to homeowner address on file

OFFICE USE ONLY () Building Permit () Referred to Planning Board () Referred to Zoning Board

_____ Z _____ B _____ SF _____ CCF _____ 6 _____ 12

S/B/L# _____

ZONING PERMIT: () NA () REFERRED TO PLANNING BOARD () REFERRED TO ZBA

BUILDING PERMIT
NUMBER: _____

DATE: _____

FEES PAID:

ZONING PERMIT FEE \$ _____ CHECK BY: _____ OWNER, _____ OTHER _____

BUILDING PERMIT FEE \$ _____ CHECK NUMBER _____

OTHER \$ _____ RECEIPT # _____

TOTAL AMOUNT DUE \$ _____

PLOT PLAN AND LOCATION INFORMATION

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

LEFT LOT LINE ___ FT

REAR LOT LINE ___ FT

___ FT
REAR YARD

MAIN BUILDING

___ FT
LEFT YARD

___ FT
RIGHT YARD

___ FT
FRONT YARD

RIGHT LOT LINE ___ FT

Name: _____

Address: _____

Be sure to show where the
WELL, SEPTIC AND ELECTRIC are
on the property

Must be completed

Certificate of Attestation of Exemption



Workers'
Compensation
Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to **step 4** to set up your account. If you **have** a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

Print and sign
the **Certificate
of Attestation
of Exemption**.

Submit your **CE-200**
for your license,
permit or contract to
the issuing Agency.

TOWN OF MARBLETOWN

OFFICE OF BUILDING AND SAFETY

1925 Lucas Ave., Cottekill, NY 12419

PO Box 217, Stone Ridge, NY 12484

845-687-7500 x 3

ENERGY CODE - 2015 CODE CYCLE

RESCHECK COMPLIANCE SOFTWARE

NYS VERSION 4.41 MUST BE USED AND STATED ON THE PLANS.

REQUIRED VERIFICATION OF AIR SEALING AND INSULATION COMPLIANCE

MUST CHOOSE ONE ON THE FOLLOWING OPTIONS:

OPTION #1 BLOWER DOO AIR TEST

An ARH 50 infiltration test (less than 3 ARH when tested with a blower door at pressure of 50 Pascals of pressure, in accordance with ASHRAE/ASTM E779)

Type of certification (attach copy):

Name of qualified person: _____

Address: _____

Phone# _____

email address: _____

-OR-

OPTION #2 VISUAL INSPECTION

THIRD INSPECTION SERVICE*, INDEPENDENT INSPECTOR NOT IN THE EMPLOY OF THE GENERAL CONTRACTOR OR THE HOME INSULATION FIRM.

Requires an extensive inspection of the building envelope during the process of construction by the approved third party independent inspector.

Type of certification (attach copy)

Name of Independent Inspector: _____

Address: _____

Phone# _____

email address: _____

- must provide a detailed report and digital format photos, providing dates of inspections, types of insulation product used:
- inspection report to include but not limited to: sill plates, rim joists junctions, headers, attic access openings, all joints, seams penetrations.

UPDATED 12/28/20

Form # 1

Residential Code of New York PLAN REVIEW

Owner: _____

Reviewed by: _____

Location: _____

Date: _____

Building Type: () One Family

() Two Family

() Townhouse

Type of Work: () New Construction

() Existing Building

Table R301.2 (1)

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	Wind Speed (MPH)	Seismic Design Category	SUBJECT TO DAMAGE FROM			Ice Shield Underlayment Required	Flood Hazards
			Weathering	Frost Depth	Termite		

Plan Review Form #1 applies to ALL buildings regulated by the Residential Code of New York.

Forms #2, 3W, 3M and 3S are specific to the type of construction material used for the structural components of the building.

Form #4 is for use with ALL ROOF COVERINGS.

Check off each applicable form that was used:

Date Complete
(Initial)

- [] Form #1 PLAN REVIEW FORM - MASTER _____
- [] Form #2 PLAN REVIEW FORM - FOUNDATIONS _____
- [] Form #3W PLAN REVIEW FORM - WOOD FRAME CONSTRUCTION _____
- [] Form #3S PLAN REVIEW FORM - STEEL FRAME CONSTRUCTION _____
- [] Form #3M PLAN REVIEW FORM - MASONRY OR CONCRETE CONSTRUCTION _____

- [] Form #4 PLAN REVIEW FORM - ROOF COVERINGS _____

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED/ALLOWED	ACTUAL
1	Code Applicability State Agency regulation Community residence Hospice Conversion to B&B	R101.2 R101.2.1 AJ701	Detached 1- or 2- Family Townhouse Max 3 story with separate egress	
2	Number of Stories Material limitations Wood Steel ICF Foundations IF 3 story	Tab R602.3(5) R505.1.1 R404.5.1 R313.1/313.2	2x6 allows 3 stories 3 stories max Per Engineering Practice Sprinkler req'd	
3	Construction Method Limits Wind 100 MPH Hurricane region, and 110 MPH elsewhere Seismic Irregular buildings in Seismic Design Cat C, D ₀ , D ₁ Snow Over 70 psf ground snow	R301.2.1.1 R301.2.2.6 R301.2.3	Cannot use conventional framing methods Cannot use conventional framing methods Cannot use conventional framing methods	
4	Live Loads	Tab R301.5		
5	Location on Lot Detached Garage	R302 Table R302.1(1) R302.1 Exp 4	< 5' from lot line - (1hr.) 2' allowed, 4" projection	
6	Light and Ventilation Habitable Rooms Light Ventilation Stairway Illumination	R303 R303.1 R303.7	8% of floor area 4% of floor area Artificial light req'd	

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED/ALLOWED	ACTUAL
	Complete the following worksheet to verify light and ventilation requirements			

Natural Light and Ventilation Worksheet					
Room (Floor)	Floor Area (Square Feet)	Light (8% Required)	Light (Actual)	Ventilation (4% Required)	Ventilation (Actual)

	ITEM	CODE SECTION	REQUIRED	ACTUAL
7	Room Dimensions			
	Habitable room area	R304.1	Min. 70 SF - Habitable	
	Other habitable rooms	R304.2 R304.2	7' min. Horizontal Except Kitchens	
	Ceiling Height	R305.1	7' min. Vertical 6'8" sloped toilet/laundry	
8	Glazing	R308		
	Safety Glazing Locations	R308.4		
	Skylights/Sloped Glazing	R308.6		

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
9	Garage - Attached Opening Protection Separation required (vert) Horizontal separation	R309 R309.1 R309.2.1 Exception R309.2.2	NP into sleeping room 3/4 hr. self-closing door 3/4 hr. wall One layer 5/8" type X One layer 5/8" type X	
10	Escape and Rescue Openings Minimum Opening Area Opening Height Opening Width	R310 R310.2.1 R310.2.1 R310.2.1	 5.7 sq ft / 5.0 sq ft 24 in (Net Clear) 20 in (Net Clear)	
11	Exits Doors Door type and size Landing	R311.2 R311.2 R311.3	Min. 1 per dwelling unit 32" min width/ 78" height side-hinged	
12	Stairways Under stair protection Width - Minimum Headroom Tread depth Riser Height Landing Spiral	R311.7 FC1011.7.3 R311.7.1 R311.7.2 R311.7.5.2 R311.7.5.1 R311.7.6 FC1011.10	½" gyp. If enclosed 36 in. 6 ft. 8 in. height 9 in. min 8 1/4 in max NP as only mean of egress from a story	
13	Handrails/Railings When Required Height Continuity	R311.7.8 R311.7.8.1 R311.7.8.4	4 or more risers Min 34 in./ Max 38 in.	

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
14	Guards Where Required Height Openings limitation	R312 R312.1.1 R312.1.2 R312.1.3	Surfaces raised 30" Min. 36" 4" sphere 6" triangle exception 4 3/8" stair exception	
15	Alarms and Life Safety <u>Smoke Alarms</u> Locations Power/Wiring <u>CO alarms required</u> Locations Power/Wiring <u>Automatic Sprinkler Systems</u>	R314.2 R314.3 R315 FC915 R313	Inside, outside, each level Interconnect, hard wired If CO source exists Story with sleeping Story with CO source Interconnect, hard wired 3 stories above grade NFPA 13D	
16	Foam Plastic Insulation	R316		
17	Wall and Ceiling Finishes Interior Coverings Plaster Gypsum Exterior siding Water resistive barrier Coverings	R702 Tab R702.2/1(1) Tab R702.3 R703.1.1 R703.2 Table R703.3(1)	Based on material used Based on material used	

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
18	Dwelling Separation <u>Two-family</u> - Required Sprinkler Exception <u>Townhouses</u> , separate bldgs Exterior wall Exception: Common Wall Parapet Walls Structural Independence	R302 R302.3 R302.3 exc 1/2 R302.2.1 R302.2.2 R302.2.4 and R302.2.5 R302.2.6	1 hr min ½ hr min Each wall 1 hr min 2 hr min or exception 30" - exceptions Rating matches wall	
19	Protection of the Structure Decay and rotting Termites	R317 R318		
20	Flood Resistant Construction Base flood elevation Add 2' freeboard	R322 R322.1.3 R322.1.1	Flood zone? ASCE 24	Yes No
21	Ext Windows, Glass Doors Performance/Wind load Testing/Labeling Wind-borne Debris Anchorage, Wind Force Sys	R609 R609.2 R609.3 R609.6 R609.7		
22	Fireplaces and Stoves Masonry Fireplaces Factory-Built Fireplaces Exterior Air Supply	Chapter 10 R1001 R1004 R1006		

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
23	Chimneys and Gas Vents Masonry Chimneys Factory-built Chimneys Fire Blocking Multiple-Appliance Venting Solid fuel prohibition	Ch. 10, 18, 24 R1003 R1005 MC801.18, R602.8 MC801.2.1 MC801.11	 R302.11 MC804	
24	Plumbing/Sanitation Fixtures Required Fixture Spacing Waste Type/approval Water Source/approval	R306, R307 Chapt. 25 - 32 R306 R307.1 Figure 307.2 P2603.1.1 P2603.1.2	Toilet, Lav, tub or shower Kitchen sink R306.3 - Approved R306.4 - Approved	
25	Electrical Requirements Receptacle Placement Small appliance circuits GFCI and Arc Fault Switch Locations	Ch 33 thru 42 RE3901 RE3901.3 RE3902 E3802.11 RE3903	NFPA 80-08 (NEC) 12' max along wall 6' vertical floor line ft. max 2 - 20 amp GFCI 10 locations Arc Fault all circuits 1 per habitable room & bathrooms	

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
26 (a)	Energy Compliance Climate Zone <u>Compliance Path</u> Mandatory provisions <input type="checkbox"/> Prescriptive <input type="checkbox"/> Energy Code alternative Approved Software <input type="checkbox"/> Res Check compliance <input type="checkbox"/> RemRate/RemDesign <input type="checkbox"/> EnergyStar/HERS Construction Documents	Chapter 11 Table RN1102.1 RN1102.1.2 RN1102.2 RN1102.3 RN1102.4 ECCNY Chap 4 RN1105 RN1106 RN1103 RN1101.5		
26 (b)	Energy - Prescriptive Path Building Envelope	Table N1102.1		
	Insulation amounts	Fenestration	U - .30 Option 1 or 2	
		Skylight	U - .55	
		Glazing SHGC	NR	
		Ceiling	R49 or R 60	
		Wood wall	20+5 or 13+10	
		Floor	R30	
		Basement wall	R15/19	
		Slab R, depth	10, 4 Ft	
		Crawl space	Ventilate OR Insulate 15/19	

UPDATED 12/28/20

Form # 2

Owner: _____
Location: _____

Reviewed by: _____
Date: _____

Residential Code of New York
FOUNDATION PLAN REVIEW

	ITEM	CODE SECTION	REQUIRED	ACTUAL
<u>1</u>	<u>Foundations</u> <u>Soil Test</u> <u>Presumptive Soil Bearing</u> <u>Materials</u> <u>Wood</u> <u>Concrete strength</u> <u>Pre-Cast</u>	<u>R401</u> <u>R401.4</u> <u>Table R401.4.1</u> <u>R402</u> <u>R402.1</u> <u>Table 402.2</u> <u>402.3</u>	 <u>Poor or unkown soil</u> <u>Severe weathering</u> <u>R301.2(1)</u>	
<u>2</u>	<u>Footings</u> <u>Minimum size</u> <u>Minimum Width</u> <u>Seismic if D₀, D₁ or D₂</u> <u>Depth</u> <u>Slope of Footing</u> <u>Anchor bolts</u> <u>Seismic plate washers</u> <u>On or Adjacent to Slopes</u> <u>Shallow Frost-protected</u> <u>Air Freezing Index</u> <u>Lap Splicing</u>	<u>R403</u> <u>R403.1.1</u> <u>Table 403.1</u> <u>R403.1.2 and .3</u> <u>R403.1.4</u> <u>R403.1.5</u> <u>R403.1.6</u> <u>R403.1.6.1</u> <u>R403.1.7</u> <u>R403.3</u> <u>Tab R403.3(1)</u> <u>R403.1.3.5.4</u>	 <u>6" thickness</u> <u>2" projection</u> <u>Tab 301.2(1)</u> <u>Top & bottom level</u> <u>Step bottom > 1:10</u> <u>6' OC, 12' from end</u> <u>D₀, townhouse in C</u>	

UPDATED 12/28/20

UPDATED 12/28/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
3	<u>Foundation Walls</u>	R404	High groundwater No lateral support Soil class Max wall height Unbalanced backfill	
	<u>Design required?</u>	R404.1.3		
	<u>Prescriptive allowed, if laterally supported top & bottom</u>			
	<u>Plain Masonry</u>			
	<u>Reinforced Masonry</u>			
	<u>Concrete</u>			
	<u>Backfill placement</u>	Tab R404.1.7	Floor/Braced	
	<u>Wood Foundation</u>	Tab R404.2		
	<u>ICF foundation walls</u>	Tab R404.5		
	<u>Drainage</u>	R405/R406		
	<u>Waterproofing, Dampproofing</u>			
	<u>Under-floor Spaces</u>	R408 R408.1		
	Ventilation			
	<u>Concrete Slabs</u>	R506		

UPDATED 12/2020

Form # 3-M

Owner: _____ Reviewed by: _____
Location: _____ Date: _____

Residential Code of New York

MASONRY OR CONCRETE CONSTRUCTION PLAN REVIEW

	ITEM	CODE SECTION	REQUIRED	ACTUAL
<u>1</u>	<u>Concrete Floors (on ground)</u>	R506		
	<u>Thickness</u>	R506.1	3.5 in minimum	
	<u>Compressive Strength</u>	Table R402.2		
	<u>Expansive Soils</u>	R403.1.8	Design	
	<u>Site preparation</u>			
	<u>Maximum Fill Depth</u>	R506.2	24" gravel , 8" earth	
	<u>Base Course required</u>	R506.2.1	4" thick	
	<u>Clean, graded</u>	R506.2.2	Pass 2" Sieve	
	<u>material</u>		NR if Group I Soil	
	<u>Group I Soils</u>			
	<u>Exception</u>			
	<u>Vapor Retarder</u>	506.2.3	6" lap 6-mil poly	
	<u>Exceptions allowed</u>	R506.2.3	Below Slab	

UPDATED 12/2020

	ITEM	CODE SECTION	REQUIRED	ACTUAL
2	Masonry Walls, General Thickness minimums Masonry Parapet Walls Corbeled Masonry projection Lateral Support Horizontal Spacing Vertical - in Seismic Design Cat. A, B, C Lintels Anchorage Seismic Design Cat. C, D ₀ General Design Category C Design Category D ₀	R606.4 R606.4.1 R606.4.4 R606.3 Tab R606.9 R606.6.4 R606.6.4.2 R606.10 R606.11 R606.12 R606.12.1 R606.12.2 R606.12.3	 > 1 story = min. 8" Solid < 9' high = 6" T = 8" min. Height limit 4 x T Max ½ wall/wythe thickness 1 & 2 fam. D ₀ Townhouse C, D ₀ Townhouses only	
3	Unit Masonry Mortar Proportions Foundation Walls Seismic Category A, B or C Seismic Category D ₀ Placement Bed and Head Joints Tolerances Bed Head Collar Masonry Units Solid Hollow Wall Ties	R607 R607.1 Table R607.1 R607.1.1 R607.1.2 R607.1.3 R607.2 R607.2.1 R607.2.1.1 R607.2.2 R607.2.2.1 R607.2.2.2 R607.3	 Type M or S Type S, M or N, Type M or S Generally 3/8" + 1/8" 1/4" + 3/8" 1/4" + 3/8"	

UPDATED 12/2020

	ITEM	CODE SECTION	REQUIRED	<u>ACTUAL</u>
4	Multiple Wythe Masonry	R608		
	Bonding Headers	R608.1.1		
	Wall Ties/Reinforcements	R608.1.2		
	Patterns	R608.2		
5	Grouted Masonry	R606.3.5		
	Grout	Tab R606.3.5.1		
	Heights/dimensions	Tab R606.3.5.1		
	Placement	R606.3.5.1		
	Clean-outs	R606.3.5.2		
	Grouted Multiple- Wythe	R606.3.6		
	Bonding	R606.3.6.1		
	Spaces			
	Barriers	R606.3.6.2		
	Reinforced Grouted Multiple-Wythe	R609.3		
	Reinforced Hollow Unit	R609.4		

UPDATED 12/2020

	ITEM	CODE SECTION	REQUIRED	ACTUAL
6	Glass Unit Masonry Materials Units Isolated Panels Exterior Standard-unit Exterior Thin-unit Interior Panels Curved Panels Panel Support Sills Expansion Joints Mortar Reinforcement	R607.1 R607.2 R607.3 R607.4 R607.4 R607.4 R607.4 R607.4 R607.5 R607.6 R607.7 R607.8 R607.9		
7	ICF Wall Construction Applicability limits Flat Waffle-grid Screen-grid Materials Wall Construction Reinforcement Openings Lintels Wall Length Floor to Wall Connections Wall to Roof Connections	R608 R608.2 R608.3 R608.4 - Forms R608.3.1/R608.4.4 R608.3.2 R608.3.3 R608.5 R608.5.4.2 R608.7 R608.8.2 R608.7.2.1 R608.9.2 R608.9.3 R608.10	Max 60' plan Max 32' floor span Max 40' Roof span 2 story max.	

UPDATED 12/31/20

Form # 3-S

Owner: _____ Reviewed by: _____

Location: _____ Date: _____

Residential Code of New York

STEEL FRAME CONSTRUCTION PLAN REVIEW

	ITEM	CODE SECTION	REQUIRED	ACTUAL
1	Steel Framing General Applicability limits	R603.1.1 R804.1.1	60' length 40' width 2 story, 10' max	
	In-Line Framing	R505.1.2 (floor) R603.1.2 (wall) R804.1.2 (roof)	Max 140 mph wind Max 70 lb. Snow	
	Structural Framing Size and Thickness	Figures & Tables R505.2 R603.2 R804.2	Tables based on material used	
	Identification	R505.2.2 R603.2.2 R804.2.2		

UPDATED 12/31/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
2	Steel Frame Floor Construction Connections - steel to steel Floor to foundation or Bearing Wall Connections Connections details Fasteners Joist Spans Joist Bracing Stiffeners Cantilevers	R505.3 Fig R505.3 Tab R505.3.1(1) Figs R505.3.1(1) thru R505.3.1(8) Tab R505.3.1(2) Tab R505.3.2 R505.3.3 R505.3.4 Fig R505.3.4 R505.3.7		
3	Steel Frame Walls Construction Details Connect Foundation or Floor Bearing Wall Fastening Stud Thickness Requirement Braced Wall Lines 110 ≤ Wind Regions	Section R603 R603.3 Fig R603.3 Tab R603.3.1 Figs R603.3.1(1), (2) R603.3.2 Tab R603.3.2(1) Tbls R603.3(2) - (21) R603.7	Braced wall lines and diaphragms required	

UPDATED 12/31/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
2	Steel Frame Floor Construction Connections - steel to steel Floor to foundation or Bearing Wall Connections Connections details Fasteners Joist Spans Joist Bracing Stiffeners Cantilevers	R505.3 Fig R505.3 Tab R505.3.1(1) Figs R505.3.1(1) thru R505.3.1(8) Tab R505.3.1(2) Tab R505.3.2 R505.3.3 R505.3.4 Fig R505.3.4 R505.3.7		
3	Steel Frame Walls Construction Details Connect Foundation or Floor Bearing Wall Fastening Stud Thickness Requirement Braced Wall Lines $110 \leq \text{Wind}$ Regions	Section R603 R603.3 Fig R603.3 Tab R603.3.1 Figs R603.3.1(1), (2) R603.3.2 Tab R603.3.2(1) Tbls R603.3(2) - (21) R603.7	Braced wall lines and diaphragms required	

UPDATED 12/31/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
2	Steel Frame Floor Construction Connections - steel to steel Floor to foundation or Bearing Wall Connections Connections details Fasteners Joist Spans Joist Bracing Stiffeners Cantilevers	R505.3 Fig R505.3 Tab R505.3.1(1) Figs R505.3.1(1) thru R505.3.1(8) Tab R505.3.1(2) Tab R505.3.2 R505.3.3 R505.3.4 Fig R505.3.4 R505.3.7		
3	Steel Frame Walls Construction Details Connect Foundation or Floor Bearing Wall Fastening Stud Thickness Requirement Braced Wall Lines $110 \leq \text{Wind}$ Regions	Section R603 R603.3 Fig R603.3 Tab R603.3.1 Figs R603.3.1(1), (2) R603.3.2 Tab R603.3.2(1) Tbls R603.3(2) - (21) R603.7	Braced wall lines and diaphragms required	

UPDATED 12/31/20

	ITEM	CODE SECTION	REQUIRED	ACTUAL
3	Steel Frame Roof Construction	R804 Fig. R804.3		
	Fasteners	Tbl. R804.3		
	Allowable Joist Spans	R804.3.1 Tbl R804.3.1(1) - (8)		
	Joist to Rafter connection	Tbl R804.3.1 Fig R804.3.1(1)		
	Allowable Rafters Spans	R804.3.3 Table R804.3.3(1)		
	Bottom flange bracing Splicing	R804.3.4 R804.3.7		
	Bearing Stiffeners	R804.3.8		
	Headers	R804.3.9		
	Framing Openings	R804.3.10		
	Roof Tie Downs	R804.4 Tbl R802.11	Wall ties for 20 lbs uplift	

UPDATED 12/29/20

	<u>Joist Framing Details</u> <u>Min. Bearing</u> <u>Lateral restraint</u> <u>Drilling/Notching</u> <u>Fasteners</u> <u>Floor openings</u>	<u>R502.6</u> <u>R502.7</u> <u>Fig. R502.8</u> <u>R502.9</u> <u>Table R602.3(1)</u> <u>R502.10</u> <u>Header span > 4'</u> <u>Header span > 6'</u> <u>Tail joist > 12'</u>	<u>Min 1 1/2" on wood</u> <u>3" on conc/masonry</u> <u>Block at ends</u> <u>Joist > 2x12, Bridging @ 8'</u> <u>Double header & trimmer</u> <u>Hangers for header</u> <u>Framing anchor or ledger</u>	
	<u>Floor Sheathing</u> <u>Panel spans</u>	<u>R503</u> <u>Tab R503.2.1.1(1)</u>		
<u>2</u>	<u>ITEM</u>	<u>CODE SECTION</u>	<u>REQUIRED</u>	<u>ACTUAL</u>
	<u>Wood Wall Framing</u> <u>Chapter 6</u>	<u>Section R602</u>	<u>Stud material</u> <u>Size and spacing</u>	
	<u>Vapor Retarder</u>	<u>R702.7</u>	<u>Climate Zone 5 & 6</u>	
	<u>Framing Materials</u> <u>Identification</u> <u>Stud grade</u>	<u>R602.1</u> <u>R602.2</u>	<u>Min #3, stud grade</u>	
	<u>Top plate</u> <u>Notching</u>	<u>R602.3.2</u> <u>R602.6.1</u>	<u>Doubled, overlap corners</u> <u>Stagger joints 24"</u> <u>Strap if 50% cut, or cover</u> <u>with structural panel</u>	
	<u>Bearing Wall Stud Spacing</u> <u>Up to 10' length</u> <u>Over 10' length</u> <u>Interior bearing wall studs</u>	<u>R602.3.1</u> <u>Tab R602.3(5)</u> <u>Tab R602.3.1</u> <u>R602.4</u>	<u>Same as exterior</u>	
	<u>Fasteners</u>	<u>Tables R602.3(1)</u> <u>through R602.3(2)</u>		
	<u>Drilling and Notching</u>	<u>R602.6</u>		

UPDATED 12/29/20

	<u>Headers - Span Tables</u> <u>Exterior bearing</u> <u>Interior bearing</u> <u>Box header span</u>	<u>R602.7</u> <u>Tab R502.5(1)</u> <u>Tab R 502.5(2)</u> <u>Tab R602.7.2</u> <u>Fig R602.7.2</u>	R602.7(1) R602.7(2) R602.7(3)	
	<u>Bracing</u> <u>Braced Wall Lines</u> <u>Spacing</u> <u>Braced Wall Panels</u> <u>Amount</u> <u>Continuous Sheathing</u> — <u>Seismic Design</u>	<u>R602.10</u> <u>R602.10.1</u> <u>R602.10.1</u> <u>R602.10.2</u> <u>Tab 602.10.1</u> <u>R602.10.5</u> <u>Tab R602.10.5</u> <u>R602.11</u>	<u>Panels within 12 ½'</u> <u>Max 4' offset</u> <u>Lines 35' O.C. max</u> <u>Method 3 panels</u> <u>Seismic D₀</u>	
	<u>Wall sheathing</u> <u>Structural panels</u>	<u>Tab R602.3(3)</u>		
<u>3</u>	<u>ITEM</u>	<u>CODE SECTION</u>	<u>REQUIRED</u>	<u>ACTUAL</u>
	<u>Fireblocking</u> <u>Required for</u> <u>Concealed Locations</u>	<u>R602.8</u> <u>R302.11</u>	<u>1. Wall cavities</u> <u>1.1. At floor and ceiling</u> <u>1.2 Horizontally 10'</u> <u>2. Soffits, drop ceilings</u> <u>3. Stairs, Top & bottom</u> <u>4. Floor, ceiling penetrations</u> <u>5. Chimneys</u> <u>R1003.19</u>	
	<u>Fireblocking Materials</u> <u>Solid blocking</u> <u>Panels, min. thickness</u> <u>Batts, blankets</u> <u>Chimney fireblocking</u> <u>Fireplace fireblocking</u>	<u>R602.8.1</u> <u>R302.11</u> <u>R1003.19</u> <u>R602.8</u> <u>R1001.12</u>	<u>Nominal 2"</u> <u>Based on material</u> <u>Secured in place</u> <u>Noncombustible</u>	

UPDATED 12/29/20

4	ITEM	CODE SECTION	REQUIRED	ACTUAL
	<u>Roof/Ceiling Framing</u> <u>Chapter 8</u>	<u>Section 802</u> <u>Table 301.2(1)</u>	<u>Rafter material</u> <u>Size and spacing</u> <u>Joist material</u> <u>Size and spacing</u> <u>Ground snow load 50pg</u>	
	<u>Design and construction</u> <u>Prescriptive</u> <u>Designed</u> <u>Truss construction</u>	<u>R802.2</u> <u>Fig R606.11(1), (2)</u> <u>and (3)</u> <u>AFPA/NDS & ASCE 7</u> <u>R802.10</u>		
	<u>Framing Details</u> <u>Ridge support</u> <u>Joist/Rafter connection</u> <u>Ceiling joists connection</u> <u>Ceiling joist lapped</u> <u>Min. Bearing</u> <u>Drilling/Notching</u> <u>Lateral restraint</u> <u>Openings</u>	<u>R802.3</u> <u>Tab R802.5.1(9)</u> <u>R802.4</u> <u>R802.3.1</u> <u>R802.3.2</u> <u>R802.6</u> <u>R802.7</u> <u>R802.8</u> <u>R802.9</u> <u>Header span > 4'</u> <u>Header span > 6'</u> <u>Tail joist > 12</u>	<u>Ridge board or gusset</u> <u>Continuous wall tie</u> <u>Min 1 1/2" on wood</u> <u>3" on conc/masonry</u> <u>>2x10 Block at bearing</u> <u>>2x12 Bridging @ 8'</u> <u>Double header & trimmer</u> <u>Hangers for header</u> <u>Framing anchor or ledger</u>	
	<u>Allowable Ceiling Spans</u> <u>Without storage</u> <u>With limited storage</u> <u>With fixed stair</u>	<u>R802.4</u> <u>Tab 802.4(1)</u> <u>Tab 802.4(2)</u> <u>Tab 502.3.1(1)</u>		

UPDATED 12/29/20

<u>4</u>	<u>ITEM</u>	<u>CODE SECTION</u>	<u>REQUIRED</u>	<u>ACTUAL</u>
	<u>Allowable Rafter Spans</u>			
	<u>Roof live load</u>	<u>Tab 802.5.1(1)</u> <u>Tab 802.5.1(2)</u>		
	<u>30 lb Snow load</u>	<u>Tab 802.5.1(3)</u> <u>Tab 802.5.1(5)</u>		
	<u>50 lb Snow load</u>	<u>Tab 802.5.1(4)</u> <u>Tab 802.5.1(6)</u>		
	<u>70 lb Snow load</u>	<u>Tab 802.5.1(7)</u> <u>Tab 802.5.1(8)</u>		

UPDATED 12/29/20

Form # 4

Owner: _____
Location: _____

Reviewed by: _____
Date: _____

Residential Code of New York

ROOF CONSTRUCTION PLAN REVIEW

	ITEM	CODE SECTION	REQUIRED	ACTUAL
1	<u>Roof Exterior Coverings</u> Classification <u>Proposed Materials</u> ___ Asphalt ___ Clay and Concrete Tile ___ Metal Roof Shingles ___ Mineral-surfaced Roll ___ Slate & Slate-type Shingles ___ Wood Shingles ___ Wood Shakes ___ Built-up Roofs ___ Metal Roof Panels ___ Modified Bitumen Roofing ___ Thermoset Single-ply ___ Thermoplastic Single-ply ___ Sprayed Polyurethane Foam ___ Liquid Applied Coating	Chapter 9 R902 R905 R905.2 R905.3 R905.4 R905.5 R905.6 R905.7 R905.8 R905.9 R905.10 R905.11 R905.12 R905.13 R905.14 R905.15	PV Within 3' of lot line	
2	Fill-in the following as applicable for each proposed material:	Indicate code sections below		
	Material#1: Sheathing/deck requirement Allowable pitch Underlayment/ Ice shield required Fasteners	905.2.1 905.1.2 905.2.5		
	Material #2 Sheathing/deck requirement Allowable pitch Underlayment/ Ice shield required Fasteners			

UPDATED 12/29/20

	ITEM	CODE SECTION	REQUIRED	<u>ACTUAL</u>
3	<u>Re-roofing</u>	R908		
	Loads	R908.2		
	Recovering vs Replacement	R908.3		

UPDATED 12/29/20

Form # 4

Owner: _____
Location: _____

Reviewed by: _____
Date: _____

Residential Code of New York
ROOF CONSTRUCTION PLAN REVIEW

	ITEM	CODE SECTION	REQUIRED	ACTUAL
1	<u>Roof Exterior Coverings</u> Classification <u>Proposed Materials</u> ___ Asphalt ___ Clay and Concrete Tile ___ Metal Roof Shingles ___ Mineral-surfaced Roll ___ Slate & Slate-type Shingles ___ Wood Shingles ___ Wood Shakes ___ Built-up Roofs ___ Metal Roof Panels ___ Modified Bitumen Roofing ___ Thermoset Single-ply ___ Thermoplastic Single-ply ___ Sprayed Polyurethane Foam ___ Liquid Applied Coating	Chapter 9 R902 R905 R905.2 R905.3 R905.4 R905.5 R905.6 R905.7 R905.8 R905.9 R905.10 R905.11 R905.12 R905.13 R905.14 R905.15	PV Within 3' of lot line	
2	Fill-in the following as applicable for each proposed material:	Indicate code sections below		
	Material#1: Sheathing/deck requirement Allowable pitch Underlayment/ Ice shield required Fasteners	905.2.1 905.1.2 905.2.5		
	Material #2 Sheathing/deck requirement Allowable pitch Underlayment/ Ice shield required Fasteners			

UPDATED 12/29/20

	ITEM	CODE SECTION	REQUIRED	<u>ACTUAL</u>
3	<u>Re-roofing</u>	R908		
	Loads	R908.2		
	Recovering vs Replacement	R908.3		



This is an EXAMPLE of
how a project should be staked
out for a pre-site inspection

Your House Number
MUST BE POSTED AND VISABLE
for us to find you so we can help you.



Make sure your house number is posted and clearly
visable from both directions on the road. Be sure to
keep all trees and grass trimmed around the sign and