

**Village of Menands
General Permit Information & FAQ**

General Permitting Information

1. The Village of Menands requires that a building and/or demolition permit be obtained for any planned construction, addition, renovation, substantial modification, or demolition type activity.
2. Permits, issued by the Village of Menands Building Department, must be obtained prior to the commencement of any work.
3. Applicants for permits must submit to the Village the appropriate forms (Building Permit Application or Demolition Permit Application) as well as any required supplementary or supporting information.
4. Depending on the nature of the work, the submission of supplemental applications may be compulsory for issuance of a permit. See Table 1 below.

Table 1: Permit Application Forms

Permit to be Issued	Building Permit	Demolition Permit
Mandatory Forms	Building Permit Application Insurance Form	Demolition Permit Application Insurance Form
Supplemental Forms	Deck Supplementary Application Pool Supplementary Application Roof Supplementary Application Plumbing Supplementary Application Mechanical Supplementary Application Electrical Supplementary Application	N/A

5. Submission of supplemental applications should occur simultaneously with the submission of a Building Permit Application and/or Demolition Permit Application.
6. Submission of the Insurance Form is mandatory for issuance of a building and/or demolition permit.
7. Guidance and information for each individual application/form can be found with the application's associated information sheet (for example: see Swimming Pool Information Sheet for details on the Swimming Pool Supplementary Application).

Additional Regulatory Information

1. Depending on the size, scope, and nature of the project, regulations specified in the New York State Energy Conservation Construction Code (Energy Code) may apply.
2. Depending on the size, scope, and nature of the project, mandatory inspections may need to be scheduled to ensure conformance with the Energy Code.

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.

3. Depending on the nature of the project, New York State mandated occupancy limitations may apply. If occupancy limitations apply, completed occupancy calculations must be submitted to the Village.
4. Depending on the nature of the project, a Notice of Utilization of Truss Type Construction, Pre-Engineered Wood Construction, and/or Timber Construction (Notice of Utilization) may be compulsory.
5. The Village has general guidance documents detailing the Energy Code, maximum occupancy limitations, and the Notice of Utilization. Though not comprehensive, the available guidance documents give insight into what may be required for a project. See Table 2 for more information.

Table 2: Additional Documents

Guidance Document	When Applicable
Energy Code Information Sheet	<ul style="list-style-type: none"> • New construction <ul style="list-style-type: none"> ○ Residential, commercial and industrial • Substantial renovation <ul style="list-style-type: none"> ○ Especially when involving major electrical or HVAC work
Maximum Occupancy Information Sheet	<ul style="list-style-type: none"> • New construction <ul style="list-style-type: none"> ○ Residential, commercial and industrial • Substantial renovation <ul style="list-style-type: none"> ○ Especially when the intent of the renovation is such that a change in occupancy type is to occur
Notice of Utilization	<ul style="list-style-type: none"> • When planning any truss, pre-engineered wood, or timber type construction.

Abandoning a Structure

1. The Village of Menands requires that abandoned structures (or structures that are to be abandoned) be posted with proper signage. Please see the Abandoned Building Information Sheet for more information.

FAQ

Q: When do I need to apply for a building or demolition permit?

A: Applicants must apply for a building or demolition permit prior to commencement of any planned work. No work may commence until a permit has been issued by the Village.

Q: When is a building and/or demolition permit necessary?

A: A building permit is necessary for:

- New construction (residential, commercial, industrial, etc.), additions, renovations or substantial modifications to any existing structure.
- Substantial structural modifications to a roof (excluding updating shingles, tiles or panels).

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.

- New construction of or substantial modification to a deck.
- Construction or substantial modification of a swimming pool.
- Installation of or substantial modification to electrical systems.
- Installation of or substantial modification to mechanical systems.
- Installation of or substantial modifications to plumbing systems.

A demolition permit is necessary for:

- Full demolition of any existing structure.
- Partial demolition of any existing structure.
- Interior demolition that will impact structural integrity of a structure in any way.

Q: What work does not require a permit?

A: Common projects that *do not* require a building and/or demolition permit include (but are not limited to):

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet.
- Fences shorter than 7 feet in height.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.
- Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- Temporary motion picture, television, theater stage sets and scenery.
- Swings and other playground equipment accessory to detached one and two-family dwellings.
- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, are not greater than 5,000 gallons, and are installed entirely above ground.

For a comprehensive list of projects typically exempt from permitting, refer to the current version of the International Building Code.

Q: Is the Insurance Form required to obtain a building or demolition permit?

A: Yes. Applicants will only be issued a permit if the Insurance Form has been submitted and insurance coverage deemed satisfactory. Submission of the Insurance Form is a requirement for all projects that require a building or demolition permit.

Q: When is it necessary to file a Mechanical Supplemental Application Form?

A: Mechanical work (which would necessitate submission of a Mechanical Supplemental Application Form) typically involves the construction, renovation, or alteration of heating and air-conditioning units, water heaters, and/or elevators or escalators. See the Mechanical Construction Information Sheet for more guidance.

Q: How do I know if my project requires energy code inspections?

A: See the Energy Code Handout for details on work that commonly requires energy code inspections and work that is typically exempt from scheduled inspections.

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.

Q: Where can I find more information on the Village's permitting applications/documents?

A: Most applications, forms, and notices are accompanied by a corresponding information sheet. The following is a comprehensive list of the Village's permitting forms and any supporting documents that may be relevant to those forms.

- [Building Permit Application](#)
- [Demolition Permit Application](#)
 - [Demolition Permit Information Sheet](#)
- [Insurance Form](#)
- [Deck Supplementary Application](#)
 - [Deck Construction: General Technical Guidance](#)
 - [Deck Construction Information Sheet](#)
- [Pool Supplementary Application](#)
 - [Swimming Pool: General Technical Guidance](#)
 - [Swimming Pool Information Sheet](#)
- [Roof Supplementary Application](#)
 - [Roof Construction Information Sheet](#)
- [Plumbing Supplementary Application](#)
 - [Plumbing Construction Information Sheet](#)
- [Mechanical Supplementary Application](#)
 - [Mechanical Construction Information Sheet](#)
- [Electrical Supplementary Application](#)
 - [Electrical Construction Information Sheet](#)
- [Notice of Utilization of Truss Type Construction](#)
 - [Notice of Utilization Information Sheet](#)
- [Energy Code Information Sheet](#)
- [Maximum Occupancy Information Sheet](#)
- [Abandoned Building Information Sheet](#)

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.