



**THE BUILDING DEPARTMENT  
OF THE CITY OF AMSTERDAM  
WANTS YOU TO KNOW:  
WHEN DO I NEED A BUILDING PERMIT?**

**What is a building permit?**

A building permit is a license, required by law and generated by the local municipality, to construct or alter a structure or property in compliance with the minimum requirements of the New York State building codes.

**When is a permit required?**

Permits are required for all construction and alterations (except minor work defined by code), including:

- New buildings, additions or renovations
- Replacement windows
- Accessory buildings: garages, sheds, etc.
- Swimming pools
- Decks, porches, stairs
- Re-Roofing
- ALL heating equipment: boilers, furnaces, water heaters, stoves (wood, pellet, coal, etc.)
- Central air-conditioning systems
- Electrical circuitry or service upgrades
- Fences: new or replacement
- Solar arrays

**I was told I don't need a permit.**

You may have been told by a salesman, product representative, contractor or remodeler that a building permit is not required for their services. Be sure to ask the Building Department if that information is correct! Your Building Official will answer any questions you may have regarding what information is needed to comply.

**What are my responsibilities in the process?**

The application you file and fee you pay are used to determine code compliance through plan review and on-site inspections of construction. You must then schedule inspections with your Building Inspector to review portions of the work as they are completed. Finally, new constructions, additions and changes of use must receive a Certificate of Occupancy that states that the structure is safe and ready for its intended use.

**Why should I bother with a permit?**

Besides being required by law, the permit process protects you with required inspections insuring minimum standards are being met. For instance, you or your contractor may not know certain requirements regarding building codes. Many things are considered when you obtain a permit, including workmanship. The time and money spent on obtaining a building permit before construction begins will be one of the most valuable investments in your property.

**FOR FURTHER INFORMATION CALL  
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