



TOWN OF CLAVERACK  
Building Department  
91 Church Street, PO Box V  
Mellenville, NY 12544  
PHONE 518- 672-4471 FAX 518-672-4821

### CHECK LIST FOR SINGLE-FAMILY RESIDENCES

- \_\_\_ APPLICATION FOR BUILDING PERMIT
- \_\_\_ LETTER OF AUTHORIZATION IF NEEDED
- \_\_\_ ONE SET OF STAMPED PLANS
- \_\_\_ RES CHECK FOR ENERGY CODE-2018
- \_\_\_ DESIGN CRITERIA ON PLANS
- \_\_\_ COPY OF SURVEY MAP SHOWING PROSOPED HOUSE & SETBACKS
- \_\_\_ BOARD OF HEALTH APPROVAL LETTER OF SEWAGE DISPOSAL SYSTEM
- \_\_\_ DRIVEWAY PERMIT FROM COUNTY \_\_\_ STATE \_\_\_ OR TOWN \_\_\_
- \_\_\_ EAF (ENVIRONMENTAL ASSESSEMENT FORM- SHORT) IF REQUIRED
- \_\_\_ COLUMBIA COUNTY OF EMERGENCY RESPONSE 911 ADDESSING NUMBER
- \_\_\_ DIG NUMBER (Call 811)
- \_\_\_ PROOF OF WORKMANS COMPENTSATION (C105.2, NYS INS FUND, OR CE-200)

**\*Note: All building plans must meet the 2020 Residential/Building Code of New York State**