

VILLAGE OF SPRING VALLEY
BUILDING DEPARTMENT
200 NORTH MAIN STREET, SPRING VALLEY, N.Y. 10977
TEL (845) 352-1100 • FAX (845) 356-3560
MCARMONA@VILLAGESPRINGVALLEY.ORG

MINIMUM SUBMITTAL REQUIREMENTS

EFFECTIVE CODES:

2015 IRC, IBC, IFC, IPC, IMC, IFGC, IEBC, w/NYS Supplement 2017; NFPA 70, SV CODE and
IECC w/NYS Supplement 2016

**THE SUBMITTAL MUST BE ORIGINAL DOCUMENTS ONLY AND WILL NOT BE
ACCEPTED, IF ANY OF THE REQUIRED FORMS, PLANS OR INFORMATION IS
MISSING**

FIRST SUBMITTAL REQUIREMENTS

- | | Y | N | N/A |
|--|-----------------------|-----------------------|-----------------------|
| 1. <u>Completed</u> Permit Application. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. <u>Completed</u> Soil Report (if required by Bldg. Inspector). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. One (1) complete set of plans, signed and sealed by a NYS design professional, must be 24"x36" minimum and 30" x 42" maximum, drawn to scale ¼" = 1' or 3/16" = 1', showing north arrow, MUST FULLY COMPLY WITH AND SUBMIT PLAN REVIEW CHECKLIST ATTACHED. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. One (1) complete survey or site plan, signed and sealed by a NYS design professional, must be 12" x 18" minimum and 24" x 36" maximum, drawn to scale 1" = 10' or 1" = 20' must show the following: <ul style="list-style-type: none">• north arrow• gas, electric, sewer (per R.C.S.D. #1 standards)• domestic water, fire service water• all pipes size and materials• landscaping, lighting• driveway, sidewalk, curbs, walkways | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- decks, stairs, fence, garbage enclosure
- storm water management to include footing and roof drains discharge locations
- basement and first floor elevations
- Sec./Block/Lot #, property address
- Proposed work
- Bulk table, set-back measurements
- Construction debris dumpster location
- Temporary fencing for securing property

	Y	N	N/A
5. Calculations & manufacturer specifications (as may pertain).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. One (1) complete set of fire sprinkler & fire alarm plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Zoning, Planning and Village board approvals (as may pertain).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Drainage Agency permit (if applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Depart of Health permit for mosquitos control (if applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Contractors insurance certificates and license (plumber must have S.V. license), (see samples attached).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Come prepared with a business check or money order to pay permit fee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SECOND SUBMITTAL REQUIREMENTS

1. Plan review comments with corrected sheet numbers notated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Two (2) new complete sets of plans with <u>corrections marked with clouds, deltas and revision date.</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Any other documents and/or additional fees requested on the comments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Effective 6/1/2018]