



## **Alterations/Remodeling/Change of Occupancy Requirement Checklist**

*The following information is intended to assist the property owner in performing alterations, remodeling, or change of occupancy in a safe and ordinance-compliant manner.*

**A Building Permit is required. The following items must be submitted with the Building Permit Application:**

- Proof of compliance with New York State Worker's Compensation and Disability Law.
- When scope of work affects the exterior of a structure, a property survey showing the proposed location of the work area, including distances to all nearby structures and lot lines must be submitted.
- Plans, specifications and supporting documentation to show compliance with applicable codes and ordinances. Documents may be required to be produced by a NYS Design Professional, dependent on the scope of work shown.
- Where applicable, an approved Public Works Permit from the Village of Alden Department of Public Works for all utilities, driveways, sidewalks, etc.

### **Code of the Village of Alden alterations/remodeling/change of occupancy requirements:**

- Building height, setback, floor area and other requirements must be followed as per The Code of the Village of Alden for the Zoning District in which the construction is proposed.
- Any structure for which a building permit is issued is required to have sufficient gutters and downspouts installed on that portion of the structure that work is being performed upon, to allow proper drainage of water runoff. These gutters and downspouts must be installed to ensure water runoff does not discharge onto adjoining properties. This section shall not apply to detached storage buildings with a building footprint area of three hundred (300) square feet or less.

**Inspections are required as indicated on the issued Building Permit.**  
**A successful final inspection MUST be obtained prior to the use and/or occupancy of the structure.**

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All applicable boxes must be checked and the Property Owner must sign and date below.  
Include this Checklist with the Building Permit Application.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_