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 400 Railroad Avenue, PO Box 370
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Albany Building Permit Checklist

Applicant's Name _____
 Owner's name if different _____
 Site Address _____
 Proposed Improvement(s) _____

Lot Information

1. Are property pins exposed?	Yes	No	N/A
2. Is the structure currently non-conforming?	Yes	No	N/A
3. Is the property served by City water and sewer?	Yes	No	N/A
4. Are there any easements on property?	Yes	No	N/A
5. Will any improvements affect utility easements?	Yes	No	N/A
6. Will an addition be attached to an existing structure?	Yes	No	N/A

Site Plan Information

(Property staked by 12:00PM - inspected on Tuesday or Thursday...no exceptions)

1. Primary structure setbacks (front/side/rear/corner)?	Adequate	Inadequate	N/A
2. Accessory structure setbacks (side/rear/corner)?	Adequate	Inadequate	N/A
3. Percent (%) lot coverage permitted for Zone District?	Yes	No	N/A
4. Parking requirements?	Yes	No	N/A
6. Fencing on site?	Yes	No	N/A
7. Zoning District?	R2-R3-R4	C1-C2	M1-M2
8. Permitted use in Zoning District?	Yes	No	N/A
9. Permitted Accessory Structure?	Yes	No	N/A
10. Use by Conditional Use Permit in Zoning District?	Yes	No	N/A
11. Sprinkler System?	Yes	No	N/A
5. Any signs?	Yes	No	N/A

I, _____, certify that the information given is accurate to the best of my knowledge.

_____ (Signature) Dated ___/___/___

=====Do Not Write Below This Line=====

Site Plan Verification

The property pins exposed by the property owner correspond to the site plan. Yes No

Building Permit Number: _____

For the City of Albany _____ Date

