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

1. **Completed** Permit Application.  
   - [ ] Y  - [ ] N  - [ ] N/A

2. **Completed** Soil Report (if required by Bldg. Inspector).  
   - [ ] Y  - [ ] N  - [ ] N/A

3. One (1) complete set of plans, signed and sealed by a NYS design professional, must be 24” x 36” 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.**

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:**
   - 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
• 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

5. Calculations & manufacturer specifications (as may pertain).  
   Y N N/A

6. One (1) complete set of fire sprinkler & fire alarm plans.  
   Y N N/A

7. Zoning, Planning and Village board approvals (as may pertain).  
   Y N N/A

8. Drainage Agency permit (if applicable).  
   Y N N/A

9. Depart of Health permit for mosquitos control (if applicable).  
   Y N N/A

10. Contractors insurance certificates and license  
    (plumber must have S.V. license), (see samples attached).  
    Y N N/A

11. Come prepared with a business check or money order to pay  
    permit fee.  
    Y N N/A

SECOND SUBMITTAL REQUIREMENTS

1. Plan review comments with corrected sheet numbers notated.  
   Y N N/A

2. Two (2) new complete sets of plans with corrections marked  
   Y N N/A  
   with clouds, deltas and revision date.

3. Any other documents and/or additional fees requested on the  
   Y N N/A  
   comments.

[Effective 6/1/2018]