

**Code Officer**  
Colin Mangan

Tel: (518) 251-5133

## TOWN OF MINERVA

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### REQUIRED SUBMITTAL INFO FOR BUILDING PERMIT:

-NEW HOMES >1500SQR' (INCLUDING COVERED PORCHES), AN ENGINEER STAMPED DRAWING IS REQUIRED

-ALL NEW SEPTIC SYSTEMS MUST BE ENGINEERED AND INCLUDE A STAMPED DRAWING AND LETTER STATING INSPECTION AND COMPLETION PER PLAN

-NEW HOMES <1500SQR', ACCESSORY STRUCTURES (SHEDS/GARAGES), AND DECKS/PORCHES WILL REQUIRE THE FOLLOWING:

1. SITE PLAN (ZONING), NOTING DISTANCES TO LOT LINES, WELL, SEPTIC, AND ANY OTHER STRUCTURES ON PROPERTY
2. MINIMUM OF (1) FLOOR PLAN AND (1) ELEVATION DRAWING
3. HEADER AND BEAM SIZES (INCLUDING NUMBER OF PLYS).
4. JOIST AND RAFTER SIZES/SPACING\* (DIMENSIONAL LUMBER)

\*IF USING ENGINEERED LUMBER (LVL/I-JOIST),  
SPECIFICATION INFO FROM MANUFACTURER STATING  
ACCEPTABLE SPAN RATING

5. STUD SIZING/SPACING
6. TYPE OF INSULATION (AS REQUIRED) INCLUDING R-VALUE

#### NOTE:

-ALL PROJECTS THAT INVOLVE ELECTRICAL CHANGES OR UPGRADES REQUIRE AN INSPECTION BY A CERTIFIED AGENCY. A LIST OF CERTIFIED INSPECTORS IS AVAILABLE UPON REQUEST.

-ALL NEW HOMES REQUIRE BLOWER DOOR TEST PER 2020 ENERGY CONSERVATION CONSTRUCTION CODE OF NYS

PLEASE FEEL FREE TO CONTACT THE BUILDING DEPT. BY PHONE OR EMAIL (PREFERRED) WITH ANY QUESTIONS.

THANK YOU,

**Colin Mangan**  
Building/Zoning Code Enforcement  
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