

The following information must be submitted to obtain a Building Permit for foundation repairs:
(If there are unusual circumstances additional information may be required.)

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- Provide a report, prepared by a NYS licensed engineer including:
 - A narrative description of the foundation damage, the engineer's judgment of the cause(s) of the foundation damage and a description of the proposed repair solution.
- Soil test and geotechnical report.
 - The information contained in the report must be appropriate for the nature of the repair proposed.
 - Soil test information must be prepared utilizing standard testing procedures (e.g. ASTM).
 1. If the engineer believes that there are issues related to foundation settlement then soil borings to a sufficient depth below the footings are required. If expansive soils are present appropriate testing is required.
OR
 2. If the engineer believes that there are issues related solely to lateral earth pressure then an analysis of expansive soils is required along with an estimate of design pressures. This requirement may be modified if expansive soils are not present in the proposed solution..
- 3 complete sets of working plans (with seal & signature of licensed professional).
 - Provide information on backfill, foundation drainage, waterproofing, etc. as applicable.
 - Provide a copy of a survey of the property indicating the location of the repair.
 - Provide a plan indicating the location of the proposed foundation repairs.
 - Provide details for all installed devices (anchors, piers, pilasters, etc.).
 - Where applicable to the proposed repair include details on connections to the existing structure.
 - Provide information from the manufacturer for installed devices.
- Engineering calculations (under seal & signature of licensed professional) for the proposed design utilizing the information contained in the soil test/geotechnical report.
- Submitted information must be based on standard engineering practice appropriate to the design.
- To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming and/or scanning.
- Filing Fee equal to ½ the Building Permit Fee.