



## BUILDING INSPECTOR / CODE ENFORCEMENT OFFICIAL MONTHLY REPORT

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**Subject:** Monthly Building and Codes Department Activity Report

**Date:** 4/1/23 – 4/30/23

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**Status Update:** May is upon us and we are in full swing with Buildings and Codes activities. Common Roots continues to move at a brisk pace and is on target for a July 1<sup>st</sup> completion date. Our Route 9 corridor continues to draw interest in new business and real estate transactions. I have worked with 4 new businesses in the month of March coming to our Village. With the steady growth over the last year we will need to work for better communication with new businesses to follow proper permit processes for renovations, certificate of occupancies and signage. I am working on a standard operating procedure for on-ramping new business to our community. In addition to the on-ramp SOP I am also creating a strawman framework for the coming New York State MS-4 requirements to be mandated on the Buildings and Codes department.

**Certificate of Occupancy:** (3) CO has been issued. I am working with our local businesses to confirm valid Certificates of Occupancy. I will be visiting businesses for confirmed Certificate of Occupancy / Fire Inspections in 2023. The effort this activity requires will be labor intensive and will be a challenge to balance the time required to complete.

- 20 Circle Dr. – CO
- 75 Main St. – CO
- 4 Ferry Blvd. - CO
- 26 Main Street – CO needs to be updated for occupancy class correction.
- 137 Saratoga Avenue – Needs to be reinspected for remedies to conditional CO.
- 5 Drop-ins to businesses needing to schedule inspections for 2023 CO/Fire Inspection.

**Permits:** (9) processed (Permits #2313-2321)

- Sign Permit: #2320
- Demo Permit: #2306
- Home Renovations Permit: #2314, #2321
- Pool Permit: #2312, #2313
- Roof Permit: #2317, #2318
- Accessory Building Permit: #2315

**Inspections:** (20) Site Inspections

- 58 Saratoga Ave. – Storm water inspection.
- 129 Main street – Pre-CO inspection
- 132 Saratoga Rd. – Pre-CO inspection
- 58 Saratoga Ave. – Common Roots phase III – Rebar inspection.
- 58 Saratoga Ave. – Common Roots phase III – Plumbing floor ruff-in inspection.
- 58 Saratoga Ave. – Common Roots phase III – Plumbing floor pressure inspection.
- 58 Saratoga Ave. – Common Roots phase III – Concrete pour inspection.
- 58 Saratoga Ave. – Common Roots phase III – Slab inspection.
- 20 Circle Dr. – Deck Framing inspection
- 20 Circle Dr. – Deck Final inspection
- 22 Fifth St. – Footings inspection
- 22 Fifth St. – Form inspection
- 22 Fifth St. – insulation inspection
- 22 Fifth St. – Backfill inspection.
- 22 Fifth St. – Concrete pour inspection
- 19 Grand Ave. – foundation inspection.



- 137 Saratoga Ave. – CO violation follow-up required.
- 42 Ferry Blvd. – Debris violation inspection follow-up for yard clean-up.
- 156 Main St. – Debris violation inspection. Follow-up with photos for law firm representing the bank.
- 42 Ferry Blvd. – Scheduled inspection for contractors and real estate agents

**Site Plan Review:** (3) Pool Site Plan reviewed.

- 103 Hudson St. – Above-ground pool
- 129 Saratoga Ave. – New Business application
- 135 Saratoga Ave. – New Business application

**Zoning Compliance Letters:** (3) zoning compliance letters – This activity continues to be more challenging than it should be due to lack of organized records. I am actively looking to utilize technology to resolve this issue in 2023.

- 166 Saratoga Ave – This is an open Zoning Compliance issue.

**Municipality Search Requests:** (2) Municipality search letters – This activity is proving to be extremely difficult to complete due to lack of organized records. Turn round on these requests take considerable time to complete. I am actively looking to utilize technology to resolve this issue in 2023.

- 156 Main Street – (OPEN)
- 166 Saratoga Ave – (OPEN) – Delayed due to litigation.

**Citations/Violations:** I believe I have caught up on the 2022 Code Enforcement backlog. I regularly identify and address code violations and work with residents to encourage compliance. I continue to enforce our municipality yard debris law with very good success. I am informing residents of our new laws and that they are in violation. I will continue to ask for remediation no longer than 5 days from date on order to remedy.

- **Violations Issued** – (5) Debris, Yard waste and rubbish violation notices mailed to homeowners.
- **Violations Resolved** – (3) outstanding violations remediated.
- **Violations Outstanding** – 42 Ferry Blvd., 137 Saratoga Ave., 156 Main St.

**Resident Questions, Concerns, Complaints:** Resident complaints I'm currently receiving are due to trash/debris and junk vehicles. I have begun to actively address both issues and will follow up with progress in May report.

- Phone Calls: 50 calls received / Emails: 38 emails received.