New York State Pro-Housing Communities Program

Housing Building Permit

Please follow this step-by-step guide when filling out the Housing Building Permit Excel sheet. Make sure to enter information where marked in orange.

Important Notes

- Submit all data in one sheet. You can create additional rows in excel and should not put the data in multiple tabs or sheets.
- Do not merge the cells vertically or horizontally. Use notes to explain any issues.
- If you select "other" in any of the dropdowns, specify details in the notes column.

Building Permit Template Overview

This sheet is designed to allow local governments to better understand their housing permit data and housing growth. Required data may be stored in multiple departments including the tax assessor, the building department, and/or the planning department.

- **Sheet 1: Municipality Info**
  Select your municipality and fill out contact information in this tab.
- **Sheet 2: Housing Permits**
  Enter permit-by-permit data for your municipality.
- **Sheet 3: Growth Statistics**
  Enter summarized housing permit data here and check your municipality's growth compared to the BPS housing permit data.

Sheet 1: Municipality Info Instructions

First, select your municipality from the dropdown menu. Ensure that the county and region match as well (Municipalities that cross county lines will only list one county).

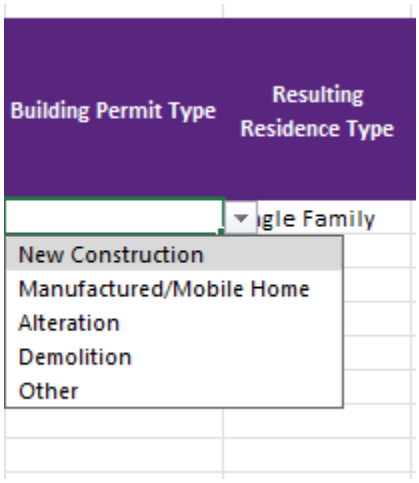
Then, fill out the rest of the contact information highlighted in orange.

Municipality Name (select from dropdown)	Hyde Park town
Name of person filling out the form	
Name of contact person	
Email	
Phone Number	
Address	

Sheet 2: Housing Permits Instructions

For each column, you will find a description of the required information as well as how to format this information in the Microsoft Excel file. More detailed explanations for dropdown options are below.

How to use dropdowns in excel: *When you click on a cell, a dropdown arrow will appear. Click on this arrow and select the option that best describes the building permit type, initial use type, resulting use type, and resulting residence type.*



Required Categories:

Parcel Address

SBL (Tax Map ID #)

Building Permit Number

# of Buildings Permitted - How many buildings are associated with this permit?

Building Permit Type - What type of construction occurred?

Dropdown Options:

- **New Construction:** New construction should always refer to permits which add housing units to the housing stock. Permitting one of the five phases of a residential construction project: (1) housing units authorized to be built by a building or zoning permit; (2) housing units authorized to be built, but not yet started; (3) housing units started; (4) housing units under construction; and (5) housing units completed.
- **Manufactured/Mobile Home:** A manufactured home is a structure transportable in one or more sections, and which is built on a permanent chassis. This home is eight body feet or more in width or forty body feet or more in length, or, when erected on site, is three hundred twenty or more square feet. Finally, it is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems. A mobile home also meets this definition, excluding size requirements.

- **Alteration:** Any type of changes to existing buildings. The work may involve a substantial enlargement or reduction in the size of the building or involve a major change to the entrance/exit of a building, the zoning use group, and/or Building Code occupancy use. Other permit types to include under this category are Alt-CO, Alt, Conversion, Remodeling, and Renovation permits.
- **Demolition:** Any construction that involves the partial or complete removal replacement or repair of load bearing and/or non-load bearing interior partitions, changes to structural elements (interior or exterior), facade changes, or upgrades of the existing structure.
- **Other**: Please try to fit your selection into one of the above categories. If you are unable to do so, you can select "other" and then specify as directed in the template.

Resulting Residence Type – Which one of the following categories describes the type of housing that resulted from this permit?

Dropdown Options:

- **Single Family:** Fully detached, semidetached (semi attached, side-by-side), row houses, or townhouses which do not share heating/air-conditioning systems or utilities. Units built one on top of another and those built side-by-side that do not have a ground-to-roof wall and/or have common facilities (i.e., attic, basement, heating plant, plumbing, etc.) are not considered single-family.
- **2 Family:** Owner-occupied and/or rental housing with two units of separate living quarters included in the structure. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have a direct access from the outside of the building or through a common hall.
- **3 or 4 Family:** Owner-occupied and/or rental housing with three or four units of separate living quarters included in the structure. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have a direct access from the outside of the building or through a common hall.
- **5+ Family:** Multifamily housing with five or more units of separate living quarters included in the structure. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and

which have a direct access from the outside of the building or through a common hall.

- **ADUs (Accessory/Ancillary Dwelling Units):** An ADU is a small, independent home located on the same lot as the main house. It can connect to your existing home or be built separately. ADUs can be created from existing spaces, like a garage or a portion of a home, or they can be new construction. Examples of ADUs include:
    1. A small cottage in your backyard or above a garage
    2. A basement or cellar apartment
    3. A converted attic space
    4. A connected suite with its own kitchen and bathroom
- **Other (Vacant Lot, etc.):** Please try to fit your selection into one of the above categories. If you are unable to do so, you can select "other" and then specify as directed in the template.

Existing # of Housing Units - How many units of housing existed on the site before the permit was completed?

Proposed # of Housing Units - How many units of housing are proposed by this permit?

- **A housing unit is a house, an apartment, a group of rooms or a single room intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have a direct access from the outside of the building or through a common hall (U.S. Census).**
- If the permit does not result in the number of housing units changing, it should not be included. For example, a renovation or expansion of an existing single-family home does not increase the number of units and therefore this type of permit should not be included.
- **Example:**

# of Buildings Permitted	Building Permit Type	Resulting Residence Type	Existing # of Housing Units	Proposed # of Housing Units
1	New Construction	Single Family	0	1
1	Alteration	2 Family	1	2
1	Demolition	Other (Vacant Lot etc.)	2	0

- The first row shows a permit for the new construction of one single-family home.

- The second row shows a permit for the alteration of a single-family home to a two-family home.
- The third row shows a permit for the demolition of a two-family home, resulting in a vacant lot.

Date Building permit submitted - When was the building permit submitted? Note: if the exact date is not available, provide the best approximation possible.

- Format date MM/DD/YYYY

Date Building permit approved - When was the building permit approved? Note: if the exact date is not available, provide the best approximation possible.

- Format date MM/DD/YYYY

Status of Certificate of Occupancy (C of O) – Has the C of O been granted yet?

Dropdown Options

- In progress
- Granted
- Unknown

Date Permanent C of O granted - When was the Certificate of Occupancy granted? Note: if the exact date is not available, provide the best approximation possible.

- Format date MM/DD/YYYY

Optional Categories

Notes – Any other information, including additional details if you select "other" in any of the dropdown menus.

Building Square Footage – Total area of the resulting building in square feet.

Parcel Square Footage – Total area of the land lot in square feet.

Construction Cost – Total construction cost in dollars.

Sheet 3: Growth Statistics Instructions

For the **Summarized Permit Data** table, you must fill out the number of buildings and units permitted each year, by residence type. If there are zero permits or buildings for any

category, enter the number 0, rather than leaving it blank. Fill out cells that are highlighted in orange.

NOTE: Demolitions should only be counted in the “Other (Including Demolitions)” row. Negative numbers may be entered in the “Units” column of this row, but nowhere else.

Summarized Permit Data										
Resulting Residence Type	2021		2022		2023		2024		2025	
	Buildings	Units	Buildings	Units	Buildings	Units	Buildings	Units	Buildings	Units
1 family building permits										
2 family building permits										
3 & 4 family building permits										
5+ family building permits										
ADUs										
Other (Including Demolitions)										
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Growth Statistic		**0.00%**		**0.00%**		**0.00%**		**0.00%**		**0.00%**