



## VILLAGE OF WASHINGTONVILLE BUILDING DEPARTMENT

9 Fairlawn Drive, Washingtonville, New York 10992

Phone: 845-496-7727 | Fax: 845-496-1990

Email: [Buildingdepartment@washingtonville-ny.gov](mailto:Buildingdepartment@washingtonville-ny.gov)

### **APPLICATION FOR A RESIDENTIAL BUILDING PERMIT** **A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK** **PLEASE READ ALL SECTIONS**

TYPE OF WORK		PROPERTY OWNER
<input type="checkbox"/> New Construction	<input type="checkbox"/> Conversion to Gas Heat	Name:
<input type="checkbox"/> Fuel Oil Tank	<input type="checkbox"/> Demolition	Address:
<input type="checkbox"/> Deck	<input type="checkbox"/> Change of Commercial use/Tenant	City/State/Zip:
<input type="checkbox"/> Roof	<input type="checkbox"/> Addition/Alteration/Replacement	Phone: Fax:
<input type="checkbox"/> Central A/C	<input type="checkbox"/> Electrical Vehicle Supply Equip.	<b>Owner Signature:</b>
<input type="checkbox"/> Generator	<input type="checkbox"/> Other:	<b>Print Name:</b> <b>Date:</b>
<input type="checkbox"/> Windows/Doors	<b>Circle one:</b> <u>Pool</u> <u>Fence</u> <u>Shed</u> <u>Gazebo</u> <u>Pavillion</u> <u>Fireplace</u>	<b>DESCRIPTION OF WORK</b>
<b>CATEGORY OF CONSTRUCTION</b>		<b>Estimated cost of proposed work: \$</b>
<input type="checkbox"/> 1 / 2 Family Dwelling	<input type="checkbox"/> Commercial/Industrial	
<input type="checkbox"/> Accessory Bldg./Use	<input type="checkbox"/> Multi-Family	
<input type="checkbox"/> Other:	<input type="checkbox"/> Sign Permit – must complete	
	Separate sign application.	
<b>CONTRACTOR INFORMATION AND SIGNATURE</b>		<b>BUILDING DEPARTMENT PERMIT FEES</b>
<b>Applicant Name:</b>		Permit fees for 1 & 2 family dwellings and commercial properties are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead and profit indicated on this application. Please refer to the attached fee schedule for all other fees. Fees are due when application is submitted and <b>NON-REFUNDABLE</b> .  <b>NO CASH ACCEPTED</b>
<b>Applicant Signature:</b>		
<b>Date:</b>		
<b>Email Address:</b>		
Applicant Type: <b>(circle one)</b> <u>Owner</u> <u>Contractor</u> <u>Agent</u> <u>Architect</u> <u>Engineer</u>		
Job Site Address:		
City/State/Zip		
Suite/Bldg.#		
Flood Zone		
<b>Tax Map (Section/Block/Lot#):</b>		
<b>Contractor:</b> Phone #:		Permit Fee: \$ <input type="checkbox"/> Check <input type="checkbox"/> Money Order
<b>Electrician:</b>		Date Received: Received by:
		<b>Plumber:</b>

Phone #:

Phone #:

**Please fill in only what applies to your specific type of construction**

Occupancy type: **(circle)** Residential Multiple Dwelling Commercial

Foundation type: \_\_\_\_\_ Number of Stories \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Percent (%) of basement finished: \_\_\_\_\_

Total Square Feet of Living Area: \_\_\_\_\_ Siding type: \_\_\_\_\_ Number of Fireplaces: \_\_\_\_\_

Number of Fireplace inserts: \_\_\_\_\_ Number of Wood/Pellet Stoves: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ UL Listing: \_\_\_\_\_

**Water Source:** ☐ Well ☐ Village **SDS:** ☐ Septic ☐ Village

**Driveway Permit:** if applicable, must submit copy with application

**Public Water/Sewer Connection: Water:** \$2,000.00 ☐ Yes ☐ No **Sewer:** \$3,300.00 ☐ Yes ☐ No  
(Separate checks payable to Village)

**Garage: (circle one)** Attached Detached Number of Bays: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Heat Yes No Electric: Yes No Size of Garage: \_\_\_\_\_

Generator: \_\_\_\_\_ (Provide Brochure) Deck Size: \_\_\_\_\_

Covered Porch Size: \_\_\_\_\_ Enclosed Deck/Porch Size: \_\_\_\_\_

**Accessory Structures**

Shed Size: \_\_\_\_\_ Shed Use: \_\_\_\_\_ Electric: \_\_\_\_\_

Hot Tub/Gazebo/Pavillion: \_\_\_\_\_

(Submit brochure-proof hot tub cover ASTM F1346)

**Setbacks** – shed & gazebo must be minimum 10ft from house, 5ft from side property lines and 10ft from rear. Can be 5ft from rear property line if property abuts green area.

**Fence:** w/o pool can only be max 4.5ft high solid or 6ft high with 2/3" opening between slats. Can be max 6ft high solid with pool.

**Fireplace Insert/Wood & Pellet Stoves** – submit manufacturer specs, detailed sketch of room showing proposed stove location & distance from walls, windows and doors.

**Decks** – Inspection Schedule: **1.** Footings – all 42 inches deep with SONO tubes. **2.** Framing **3.** Railing, Stairs, Final

Above Ground Pool Size: \_\_\_\_\_ Pool Deck Size: \_\_\_\_\_

In-ground Pool Size: \_\_\_\_\_ Type: \_\_\_\_\_ Fence Description: \_\_\_\_\_

(You must provide the Brochure for the pool, filter, motor, pool alarm and fence you wish to install)

**Setbacks** – pool must be minimum 6ft from house, 15ft from side & rear property lines and. Can be 5ft from rear property line if property abuts green area.

***A copy of the property survey or a sketch of the property showing the location of the proposed accessory structure and all setback measurements must be submitted with the application.***

**Alterations** – Structural alterations will require two sets of stamped architectural/engineer plans. Non-structural requires a sketch and detailed description of work to be done.

Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Central A/C \_\_\_\_\_ Solar \_\_\_\_\_

**Generator:** must submit sketch of proposed location with distances from house and all nearby doors/windows.

**Windows:** \_\_\_\_\_ (Energy ratings & installation instructions for the new windows must be submitted with application. If you need to do any framing work, a description of work to be done and size wood to be used must be submitted.)

**Roof:** \_\_\_\_\_ Plans and a framing inspection may be necessary if you are replacing any rafters. You must schedule an **ice shield inspection and a final inspection.**)

**Oil Tank: (circle one)** Removal Abandonment Replacement Installation

If abandoning, submit sketch showing location of abandoned tank with measurements from house, manifest stating what work was done and certify proper disposal of any sludge. If removing, must state/show location of new oil tank, manifest certifying proper disposal of tank/sludge.

Proof of Workman's Compensation coverage (check one):

Workman's Compensation policy enclosed \_\_\_\_\_

Liability Insurance enclosed \_\_\_\_\_

Homeowner's Affidavit of Exemption enclosed \_\_\_\_\_ (Copy of Homeowner's insurance)

**The Homeowner OR contractor MUST provide insurance coverage. IF you are the homeowner and are providing insurance – you need to fill out the Affidavit or Exemption and provide a copy of your homeowner insurance.**

**Contractors MUST provide a Certificate of Insurance listing the Village of Washingtonville as the additional insured. \*THIS IS A STATE LAW – NO EXCEPTIONS unless you provide us with a WC/DB-100 or WC/DB-101 provided by the State of New York Worker's Compensation Board stating that you are exempt.**

Name of Architect/Engineer \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Contractor/Builder \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Electrician: \_\_\_\_\_ Phone # \_\_\_\_\_

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Codes and Ordinances of the Village of Washingtonville for the construction of buildings, additions, alterations, or for removal, demolition or use of property, as herein described.

- It is the policy of this department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days.
- **Every building permit shall expire if the work authorized has not commenced within six (6) months of issuance of permit (Meaning no inspection performed within the first 6 months) or has not been completed within the allotted expiration data.**
- **NO BUILDING/ACCESSORY STRUCTURE SHALL BE OCCUPIED OR USED IN WHOLE OR PART FOR ANY PURPOSE WHATSOEVER UNTIL A CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN GRANTED BY THE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER.**

**The applicant has read the above and by signing below agrees to comply with all applicable laws, ordinances, and regulations.**

**PLEASE BE ADVISED:** It is the owner/applicant's responsibility to submit proper paperwork, schedule inspections and re-inspections (if necessary) and to properly close out the permit. A building permit expires one year from the issue date. There will be a \$100.00 fee to close out and issue a Compliance Certificate for an expired permit with all inspections previously complete.

**PLEASE NOTE**

**Inspections Must Be Scheduled 24 Hours in Advance**

**INSPECTIONS REQUESTED ON THE VOICE MAIL WILL NOT BE SCHEDULED**

**A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS**

**VILLAGE OF WASHINGTONVILLE  
COUNTY OF ORANGE**

**APPLICATION FOR BUILDING PERMIT**

Permit # \_\_\_\_\_ S/B/L \_\_\_\_\_

**APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the Building Codes of the State of New York and the Village of Washingtonville Municipal Code for the construction of buildings, additions, removal and demolition, as herein described.**

**The applicant agrees to comply with all applicable Laws, ordinances and Regulations. I certify that I have read this and understand all instructions of this building permit application.**

\_\_\_\_\_

**Applicant's Signature**

VILLAGE OF WASHINGTONVILLE  
COUNTY OF ORANGE

OFFICE OF BUILDING INSPECTOR  
**AFFIDAVIT OF PROPERTY OWNER**

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Premises \_\_\_\_\_

State of New York:

SS:

County of Orange:

\_\_\_\_\_, being duly sworn deposes and

**(Name of property owner signing application)**

says that he/she is the applicant named above.

He/She is the \_\_\_\_\_ and is duly authorized to perform or  
(owner, contractor, agent, etc.)

have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

That the deponent will comply with Section 125 of the General Municipal Law that requires any individual applying for a Building Permit prove to the building department that he/she is in compliance with mandatory coverage provision of the Workmen's Compensation Law.

\_\_\_\_\_  
**Signature of Property Owner**

Sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

## **NEW RESIDENTIAL DWELLINGS**

NYS has adopted the International Residential Code and Energy Code that is in effect.

Work requiring a building permit shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition.

### **DESIGN PROFESSIONAL**

The Design Professional shall state that his drawings are drawn in compliance with the International Residential Code and the International Energy Code in effect.

The Design Professional shall state that the design of the building reflects the climatic and geographic Design Criteria of Table, and the Table is to be shown.

The Design Professional is required to certify his design statements by noting specific code sections and noting on the plans the requirement of the Section with noted associated table.

### **INSPECTION SCHEDULE**

#### **24 HOUR ADVANCE NOTICE IS REQUIRED**

- 1) Permitted work shall be required to remain accessible and exposed until inspected and accepted by the Village Engineer, Building Inspector or his/her agent enforcing the uniform code. The permit holder shall be required to notify Building Department when construction work is ready for inspection.
- 2) Provisions shall be made for inspections of the following elements of the construction process, where applicable:
  - a. Footings – forms are free of water, mud, ice, rocks and/or loose soil.
  - b. Foundation Walls – prior to pouring.
  - c. Footing Drains
  - d. Slab & Underground Plumbing
  - e. Rough Plumbing
  - f. Plumbing Test
  - g. Framing
  - h. Sheathing
  - i. Roof – Ice Shield – prior to shingles
  - j. Insulation & Energy Code Compliance – including duct work and blower test if applicable.
  - k. Sheetrock
  - l. Fire Resistant Penetrations
  - m. Solid fuel Burning Heating Appliances – including chimneys, flues & gas vents.
  - n. Prior to Final Inspection:
    - Final Water/Sewer Connection Inspection by Village DPW Superintendent.
    - Final Driveway Inspection by the DPW Superintendent (if applicable)
    - Final Electrical Certification by Village Authorized Electrical Inspector
  - o. Final Inspection after all work authorized by the Building Inspector has been completed.
- 3) After inspection, it is the permit holder/contractor's responsibility to call the Building Dept. to verify approval of final inspection or what work fails to comply with the uniform code. Construction work not in compliance with the code provisions shall be required to remain exposed until it has been brought into compliance with the code, been re-inspected and found to be satisfactory as completed.

**PLEASE BE ADVISED – THE BUILDING PERMIT APPLICATION MUST BE SUBMITTED COMPLETE  
WITH ALL REQUIRED PAPERWORK AND FEES.  
PARTIAL SUBMISSION WILL NOT BE ACCEPTED.**

Created: 9/24

Revised: 9/24