

**AS PER THE  
BUILDING  
INSPECTOR:**

**ALL ITEMS REQUIRED FOR  
PERMIT PROCESS**

**MUST BE INCLUDED OR  
APPLICATION**

**WILL NOT BE  
ACCEPTED**

***(no exceptions)***

**ANY QUESTIONS PLEASE CALL THE  
BUILDING INSPECTOR @ (845) 831-  
7800 ext 3321.**



**TOWN OF FISHKILL**  
CODE ENFORCEMENT

# **TOWN OF FISHKILL**

## **OFFICE OF MUNICIPAL DEVELOPMENT**

807 Route 52, Fishkill, New York 12524-3110

website: [www.fishkill-ny.gov](http://www.fishkill-ny.gov)

(845) 831-7800 ext. 3322 Fax: (845) 831-3256



**NEW YORK STATE**  
CODE ENFORCEMENT

## **RENOVATION, REPAIR, ALTERATION, RECONSTRUCTION**

### **BUILDING PERMIT PACKAGE**

1. **CONSTRUCTION DRAWINGS**- Need to submit two (2) drawings showing existing spaces and the proposed area to be renovated or repaired which include:
  - A floor plan for each floor showing all doors sizes, windows sizes, identify egress windows, % of light, ventilation and ceiling height in each room, dimensions of rooms and building, label use of rooms, smoke detectors, and heating equipment.
  - Show a section view of the wall construction and fire separation construction. Identify on the plans new and existing construction.
  - Stamp and signature by New York State Registered Architect or Professional Engineer may be required on plans and specifications for structural modifications.
2. **ENERGY CODE COMPLIANCE**- R-Values for the walls, ceilings, floors, windows and doors. Energy Conservation Construction Code of New York State.
3. **WORKERS' COMPENSATION and CERTIFICATE OF LIABILITY** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application.
  - Contractors **MUST** submit Certificate of Liability naming Town of Fishkill as Certificate Holder.
  - Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof--**CE-200**--signed and stamped by Workers Compensation Board.
  - Homeowners doing their own projects **MUST** fill out form **CE-200** with the NYS Workers Compensation Board.
4. If contractor is applicant, the contractor **MUST** provide a letter from the homeowner authorizing him to file for Building Permit.

**5. All applications MUST be complete before review by a Building Inspector.**

**BUILDING PERMIT APPLICATION**

Application/Permit #

Application/Permit # [ ][ ] - [ ][ ][ ][ ]

**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

The undersigned hereby applies for a permit to completely perform work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and often requires the previous approvals of other agencies which must be included with the application. All provisions of the Town of Fishkill, local law and all other appropriate rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDING SITE LOCATION: \_\_\_\_\_

(Road: Town, County, State or Private)

TAX GRID NUMBER: #06 [ ][ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

PROJECT: \_\_\_\_\_

(Check all that apply.)

- Construction of New Building
- Demolition
- Factory Manufactured Home
- Conversion - Change in Use/Occupancy
- Alteration
- Addition to Existing Building
- Repair to Existing Structure
- Installation/Replacement of Equipment and Systems
- Installation/Extension of Electrical Systems
- Pool - Above Ground: size \_\_\_\_\_
- Pool - In-Ground: size \_\_\_\_\_
- Garage, Attached
- Garage, Detached
- Noncommercial Storage Building (shed)
- Deck/Porch
- Solid Fuel Heating Device (woodstove, pellet stove, fireplace)
- Sign
- Other: \_\_\_\_\_

Size of Structure (dimensions): \_\_\_\_\_ Square Footage: \_\_\_\_\_

Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_ Finished Basement? \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ Fire District: \_\_\_\_\_

Proposed Setback Minimums:

Distance of structure from... Front Line: \_\_\_\_\_ Rear Line: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Road Frontage (feet): \_\_\_\_\_ Lot Area (acres): \_\_\_\_\_

- Planning Approval - Site Plan, Special Use, etc.
- Town Variance (attach ZBA resolution)
- State Variance (attach Board of Review resolution)
- Driveway Permit - Town, County, State DOT
- Water/Sewer District Approvals
- Wetland
- Flood Plain
- SAN 34 Form - Dept. of Health Approval
- Manufactured Home: Stamped and Signed Plans
- Trusses: Stamped and Signed Plans
- Energy Code Compliance Sheet
- Electrical Inspection Agency: Application Filed
- Attached Plot Plan or Survey
- INSURANCE / WORKERS COMPENSATION**

**ESTIMATED COST OF PROJECT:** \_\_\_\_\_

Zoning Dept. Use:	Bldg. Dept. Use:
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[ ] FEE: Deposit: \_\_\_\_\_ Balance: \_\_\_\_\_ Total: \_\_\_\_\_

The undersigned applicant is responsible to notify the Town and hereby consents by the execution of this application to all necessary inspections to be made by the Building and Zoning Department of the Town of Fishkill. It is the responsibility of the applicant and design professional to contact the Building Department and supervise, certify all work changed from the original plans to be appropriately recorded and approved. It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator to enter premises for purposes of inspection any time prior to the issuance of the Certificate of Occupancy.

**All inspections are listed on Building Permit.**  
**All applications MUST be complete before review by an Inspector.**

**MINIMUM 72 HOURS FOR PERMIT TO BE ISSUED**

\_\_\_\_\_  
Signature (Owner, Builder, Agent)

\_\_\_\_\_  
Date

## SMOKE DETECTORS

**§RR317.1.1 Alterations, repairs, additions and conversions.** When interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

## CARBON MONOXIDE DETECTORS

### **Section 1228.3 Carbon monoxide alarms.**

Single and multiple station carbon monoxide alarms shall be installed and maintained in newly constructed dwelling units and multiple dwellings and in dwelling units and multiple dwellings offered for sale, as provided in this section.

(a) Where required:

- (1) one- and two-family dwellings and multiple single family dwellings (townhouses) that are constructed or offered for sale after July 30, 2002;
- (2) dwelling units in buildings owned as condominiums or cooperatives that are constructed or offered for sale after July 30, 2002; and
- (3) multiple dwellings (as defined in subdivision (f) of this section) that are constructed or offered for sale after August 9, 2005.

However, a carbon monoxide alarm shall not be required in a dwelling unit if no fuel-fired appliance, no fuel-fired equipment, no solid-fuel burning appliance, no solid-fuel burning equipment, no wood stove, no fireplace, no other appliance or device that runs on or uses flammable or combustible fuel, no system that runs on or uses flammable or combustible fuel, no attached garage, and no other motor-vehicle related occupancy, is located in, or attached to, such dwelling unit or the structure in which such dwelling unit is located.

### **(b) Location of carbon monoxide alarms.**

(1) In the case of a building that contains at least one dwelling unit (as defined in subdivision (f) of this section), at least one carbon monoxide alarm shall be provided in each such dwelling unit. The required carbon monoxide alarm shall be installed in the immediate vicinity of bedroom(s) on the lowest floor level of the dwelling unit containing bedroom(s).

(2) In the case of a building that contains at least one sleeping unit (as defined in subdivision (f) of this section), at least one carbon monoxide alarm shall be provided on each floor level containing sleeping unit(s). The required carbon monoxide alarm shall be installed in the immediate vicinity of such sleeping units(s). In addition, at least one carbon monoxide alarm shall be provided inside each sleeping unit that contains any fuel-fired appliance, fuel-fired equipment, solid-fuel burning appliance, solid-fuel burning equipment, wood stove, fireplace, any other appliance or device that runs on or uses flammable or combustible fuel, or any system that runs on or uses flammable or combustible fuel.

(3) In the case of a building that contains at least one dwelling unit (as defined in subdivision (f) of this section) and at least one sleeping unit (as defined in subdivision (f) of this section), compliance with paragraph (1) and paragraph (2) of this subdivision shall be required.

(c) **Equipment and installation.** Carbon monoxide alarms shall be listed and labeled as complying with UL 2034-2002 (Single and Multiple Station Carbon Monoxide Alarms, Second Edition, October 29, 1996 - with revisions through and including June 28, 2002, published by Underwriters Laboratories, Inc.), shall be installed, used and maintained in accordance with the manufacturer's installation instructions, and shall conform with paragraphs (1) and (2) of this subdivision. This subdivision shall not preclude the installation of listed combination smoke/carbon monoxide alarms.

(1) **Power source.** Carbon monoxide alarms are permitted to be permanently connected to the building wiring system, connected by cord or plug to the wiring system, or battery operated. Where carbon monoxide alarms are permanently installed, they shall receive their primary power from a lighting circuit of the building wiring system, provided that such wiring system is served from a commercial source. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

**WORKERS COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS**  
**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

**CONTRACTORS:**

New York State law requires an applicant for a Building Permit to submit proof of Workers Compensation Insurance and proof of Disability Insurance. This proof must be on the following forms:

**For Workers Compensation**

**C-105.2**  
**U-26.3**  
**SI-12**  
**GSI-105.2**

**For Disability**

**DB-120.1**  
**DB-155**

**ONLY THE ABOVE FORMS ARE ACCEPTABLE. BE ADVISED THAT "ACORD" FORMS ARE NOT ACCEPTABLE AS PROOF OF WORKERS COMPENSATION OR DISABILITY COVERAGE.**

**You can get the proper forms from your insurance company.**

**If you are a business of one or two persons, with no full-time employees, you may be eligible for exemption from the above requirements. Please acquire form CE-200 from the office of the Workers Compensation Board.**

**We also require**

**CERTIFICATE OF LIABILITY**

**Naming Town of Fishkill Additionally Insured/Certificate Holder**

**HOMEOWNERS:**

**If you are a homeowner doing your own project, you MUST fill out the form CE-200 from the Workers Compensation Board online. (See attached)**

# Certificate of Exemption



Workers'  
Compensation  
Board

Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](https://businessexpress.ny.gov).
2. Select **Log-in/Register** in the top right hand corner.
3. If you do not have an NY.gov account, go to [step 4](#) to set up your account.  
If you have an NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - ▣ First and Last Name
  - ▣ Email
  - ▣ Confirm Email
  - ▣ Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - ▣ You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - ▣ If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - ▣ Do one of the following:
    - If the account(s) shown is an NY.gov Individual account, select **Continue**.
    - If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - ▣ Select **Continue**.
10. An activation email will be sent.
  - ▣ If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - ▣ Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
  - ▣ You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
  - ▣ At the top of the screen select **Services**.
  - ▣ Select **Business**.
  - ▣ Select **New York Business Express**.
  - ▣ Select **Login/Register**.
16. On the New York Business Express Home Page:
  - ▣ Scroll down to Top Requests and select **Certificate of Attestation**, or
  - ▣ Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
  - ▣ Select **Apply as a Business**, or
  - ▣ Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens.
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- ▣ Click **Access Recent Activity** from your email, or
- ▣ Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your Log-In name on right).

Print and sign the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

## LIST OF ELECTRICAL INSPECTION AGENCIES

### Commonwealth Electrical Inspection Service, Inc.

**Local Inspector(s): Ron Henry (845) 541-1871 (voicemail 24/7)**  
**(845)562-8429 Office and Fax**  
2 Mallard Drive, Newburgh, NY 12550

### Z3CONSULTANTS, Inc.

PO Box 363, LaGrangeville, NY 12540  
**(845) 471-9370 Fax (845) 625-1479 Gary Beck, Jim Greaves**

### Atlantic-Inland, Inc.

997 McLean Road, Cortland, NY 13045  
**(845)876-8794 or (800)758-4340 William Jacox (845)876-8794**  
12 Ackert Hook Rd., Rhinebeck, NY 12572

### Electrical Underwriters of NY, LLC

PO Box 4089, New Windsor, NY 12553  
**(845) 569-1759 OR (866) 475-1759 (phone hours 7AM - 8:30 AM)—(office hours 9AM-3PM)**  
**Ernie C. Bello, Jr., John W. Taylor**

### Electrical Inspections by New York Board

PO Box 1558, Wappingers Falls, NY 12590  
**845-298-6792 Pat Decina**

### Middle Department Inspection Agency, Inc.

142 Troy-Schenectady Rd., Watervliet, NY 12189  
**(518) 273-0861 or (800) 873-6342 Fax: (518) 273-1202**  
**David J. Williams (800) 479-4504**

### Tri-State Inspection Agency

PO Box 1034, Warwick, NY 10990  
**(845) 544-2180 Fax: (845) 544-7257 9AM to 6PM**  
Local Inspector(s):  
**Lou Ambrosia (845) 986-6514 9AM to 6PM, Vincent Ambrosio (845) 544-4481**  
**Bob Stumbo (845) 656-9693, Nick DiFusco (914) 438-6776**

### New York Electrical Inspections

PO Box 384, Amenia, NY 12501  
**(845) 373-7308 Fax: (845) 373-7309**

### New York Electrical Inspection Services, Inc.

150 White Plains Road, Tarrytown, NY 10591  
**(914) 347-4390 Fax: (914) 347-4394**

### The Inspector, LLC

7063 State Route 374, Chateaugay, NY 12920-0000  
**(518) 481-5300**

### Swanson Consulting, Inc.

PO Box 1361, Northville, NY 12134 **(845) 496-4443**

### NY Electrical Inspections & Consulting LLC

93 Beattie Avenue, Middletown, NY 10940  
**(845) 343-6934 Fax: (845) 343-4834**

### State Wide Inspection Services

21 Old Main St #203, Fishkill, NY 12524 **(845) 202-7224**  
**Frank Farina**

### New York Certified Electrical Inspectors LLC

203 Purgatory Road, Campbell Hall, NY 10916  
**Jerry Caliendo (845) 294-7695**

### Northeast Electrical Inspections LLC

65 Albermarle Rd  
Scotia, NY 12302  
**(518) 852-0826 Fax: (518) 370-1927**

### \*\*\*IMPORTANT\*\*\*

All new electrical work requires inspection(s) by one of the approved electrical inspection agencies listed above. Connection of electrical work without proper inspection is a violation of the Code of the Town of Fishkill and subject to fines.



## **ABBREVIATED SUMMARY OF PERMIT FEES - COMMERCIAL**

### **TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

#### **DEMOLITION PERMITS**

Building and/or Structural Demolition:

Minimum Fee (includes work covering up to and including 250 square feet):	\$75.00
Add to minimum fee for each square foot, or fraction thereof, exceeding 250 square feet:	\$0.10/sq.ft.

Demolition or Removal of Building Features other than Structural (ex: mechanical, etc.):

Minimum Fee (includes work with an estimated value of up to \$5,000):	\$75.00
Add to minimum fee for each \$1,000 of value, or fraction thereof, exceeding \$5,000:	\$5.00/\$1K

#### **COMMERCIAL BUILDING PERMITS**

Minimum Fee (includes work with an estimated value of up to \$5,000):	\$250.00
Then add for each \$1,000 of value over \$5,000 and up to \$1,000,000:	\$12.00/\$1K
Then add for each \$1,000 of value over \$1,000,000 and up to \$5,000,000:	\$10.00/\$1K
Then add for each \$1,000 of value over \$5,000,000 and up to \$10,000,000:	\$8.00/\$1K
Then add for each \$1,000 of value over \$10,000,000 and up to \$15,000,000:	\$6.00/\$1K
Then add for each \$1,000 of value over \$15,000,000:	\$4.00/\$1K

#### **MISCELLANEOUS FEES – COMMERCIAL**

Retroactive Work (in additional to above fees for each occurrence):	\$250.00 <u>PLUS</u>
Additional fee required to submit a Building Permit application or amendment to a Building Permit for work commenced or completed prior to approval of such Building Permit or amendment.	10% of the Cost of Construction

Electrical Work Only:

Temporary Construction/Office Trailer (requires Planning approval):	\$75.00 each
Sign - New Construction/Installation/Electric - (separate Zoning Permit is also required):	\$125.00/year
Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector):	\$150.00 each
Inspection Request/Zoning Compliance (per inspection/inspector)	\$75.00 each
Inspection Request (after/before business hours-per inspection/inspector)	\$75.00 each
Municipal Files Commercial Searches (transcript of records only):	\$150.00/hour
Municipal Files Commercial Searches (transcript of records only): Single Occupancy over 5000 sq ft	\$300.00 each
Municipal Files Commercial Searches (transcript of records only): Each additional occupancy	\$500.00 each
Additional fee for an on-site verification inspection:	\$100.00 each

Temporary Certificate of Occupancy (may require bonding):

for first 3-month period:	\$100.00
for second 3-month period:	\$200.00
for third 3-month period:	\$300.00

Land Development Permit (Chapter 78 - not associated with Planning Board action)

Top Soil & Excavation Permit (Chapter 128-5A applications only) \$100.00

Fire Hydrant Permit (Non-Firematic Use) – Permit \$250.00

Fire Hydrant Permit (Non-Firematic Use) – Escrow until water bill issued \$250.00

#### **Note 1:**

Applications for building permits are expected to accurately estimate the true cost of the construction. Estimated cost should reflect all of the construction costs associated with the improvement. The following will specify costs to be included and those costs which should not be included.

##### **Costs to be Included:**

Architect's fees, footings, foundations, excavation, septic systems, utilities, water, transportation and setting costs for modular buildings, and finally, the total labor, materials, and/or purchase price of the building or improvement.

##### **Costs Not to be Included:**

Purchase price of the land and surveying, subdivision costs and fees, road construction and general site improvement, appliances, and furniture.

#### **Note 2:**

Building Permit Fees may be permitted to be refunded at the rate of fifty percent (50%) of application cost if the Building Permit application is denied. See Chapter 50-10.

#### **Note 3: Performance of Work Under Permit (Expiration Dates)**

If construction has not begun within the first year from date of Permit issuance, the Permit is null and void. If construction has begun within the first year from date of Permit issuance but is not completed by the end of two (2) years from date of Permit issuance, the Building Permit must be renewed and the fee for one (1) additional year shall not exceed 50% of the original fee. After 3rd year the renewal fee will be the full fee according to the current fee schedule.