

**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

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



NEW YORK STATE
CODE ENFORCEMENT

GARAGE
BUILDING PERMIT PACKAGE

1. **CONSTRUCTION DRAWINGS**- Need to submit two (2) drawings of the proposed garage consisting of a floor plan with dimensions. Minimum depth of the footings is to be no less than 42".
2. **LOCATION PLAN**- A location plan or stamped survey of the property showing the location of the garage indicating the proper setbacks from the property lines in conformance with The Town of Fishkill Zoning Ordinance.
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 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

LOCATION PLAN

Application/Permit #

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TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

APPLICANT (owner of premises): _____

LOCATION OF PROPOSED WORK: _____

TAX GRID NUMBER: #06

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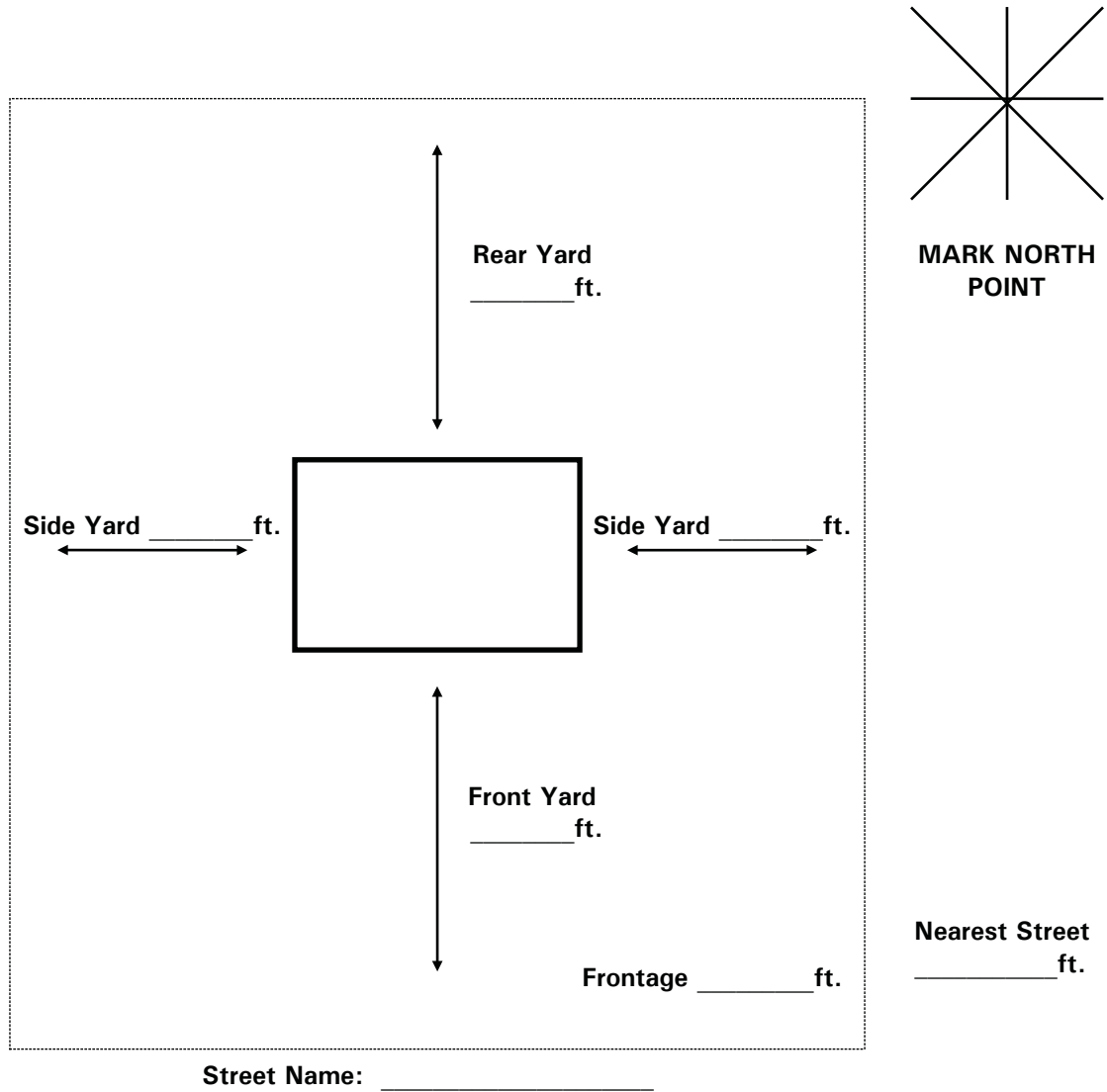
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INTERIOR LOT: _____ CORNER LOT: _____ ZONING DISTRICT: _____

A SITE PLAN OR PLOT PLAN NOTING ALL SITE FEATURES MAY BE SUBSTITUTED FOR THIS FORM



IMPORTANT NOTE:
The applicant is responsible for accuracy in dimensions shown above.
**INDICATE LOCATION OF WELL AND SEWAGE SYSTEM
AND THE DISTANCE OF EACH FROM STRUCTURE**

Signature of Applicant

Date

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.
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, 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.

CEIS Inc., 176 Doe Run Road, Manheim, PA 17545

(800)801-0309 Fax: (315)736-0461

<http://www.codeservices.net/>

Local Inspector(s):

Ron Henry (845) 541-1871 (voicemail 24/7)

(845)562-8429 Office and Fax

2 Mallard Drive, Newburgh, NY 12550

Z3CONSULTANTS

19 Fowler Avenue, Poughkeepsie, NY 12603

(845) 471-9370 Gary Beck, Jim Greaves

www.Z3Consultants.com

Atlantic-Inland, Inc.

997 McLean Road, Cortland, NY 13045

(845)876-8794 or (800)758-4340

<http://www.atlanticinland.com>

William Jacox (845)876-8794

12 Ackert Hook Rd., Rhinebeck, NY 12572

New York Board of Fire Underwriters

111 Washington Ave., Albany, NY 12210

(518)463-2122 or (800)356-2556 Fax: (518)463-8332

<http://www.nybfu.org/electricalbureau.htm>

Pat Decina (845)855-7224

Middle Department Inspection Agency, Inc.

142 Troy-Schenectady Rd., Watervliet, NY 12189

(518)273-0861 or (800)873-6342 Fax: (518)273-1202

<http://www.mdia.net/>

David J. Williams (800)479-4504

Tri-State Inspection Agency

PO Box 1034, Warwick, NY 10990

(845)986-6514 or (800)847-6264 Fax: (845)986-0535 9AM to 6PM

Local Inspector(s):

Lou Ambrosia (845)986-6514 9AM to 6PM, Mike Gromwaldt (845) 223-6793

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.

54 North Central Avenue Elmsford, NY 10523

(914) 347-4390 Fax: (914) 347-4394

The Inspector, LLC

7063 State Route 374, Chateaugay, NY 12920-0000

(518) 497-9918

*****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 - RESIDENTIAL

TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

RESIDENTIAL BUILDING PERMITS

Minimum Fee (or minimum fee required to submit an application):	\$75.00
See miscellaneous fees for retroactive work, electrical only work, etc.	
New Home Construction (per \$1000 of estimated construction cost less land value):	\$12.00/\$1K
Additions:	\$0.40/sq.ft.
New finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
Interior Alterations:	\$0.30/sq.ft.
Existing finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
Garages:	
Attached:	\$0.40/sq.ft.
Detached:	\$0.40/sq.ft.
Storage Buildings (sheds):	
Up to 400 square feet:	\$75.00
Decks/Porches/Patios:	
Open or with roof cover only:	\$0.30/ sq.ft.
Enclosed:	\$0.40/sq.ft.
Patios (impervious):	\$0.20/sq.ft.
Plumbing installations (alterations not included):	
Kitchens:	\$20.00 each
Half bath (two fixtures):	\$20.00 each
Full bath (three fixtures):	\$20.00 each
Future rough-in:	\$10.00 each
Pools:	
Above ground (deck, platform or patio not included):	\$75.00 each
In ground (deck, platform or patio not included):	\$75.00 each
Conversions:	
Extended one-family use (alterations not included):	\$125.00 each
Accessory apartment use (alterations not included):	\$125.00 each
Heating/Cooling Equipment (Furnaces, Boilers, Woodstoves, Pellet Stoves, Fireplaces, Central Air, etc.):	
New installations (alterations not included):	\$75.00 each
Replacements (alterations not included):	\$75.00 each
MISCELLANEOUS FEES - RESIDENTIAL	
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:	\$75.00 each
Temporary Construction/Office Trailer (requires Planning Board approval):	\$125.00/year
Sign - New Construction/ Installation/Electric- (separate Zoning Permit is also required):	\$150.00 each
Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector):	\$75.00 each
Municipal Files Searches (transcript of records only):	\$175.00 each
Additional fee for an on-site verification inspection:	\$125.00 each
Land Development Permit (Chapter 78):	\$100.00 each
(Fee applies only to applications that are not connected to site plan, subdivision , special use permit or building permit applications.)	
Top Soil and Excavation Permit (Chapter 128-5A):	\$100.00 each
(Fee applies only to applications that are covered under Chapter 128-5A.)	
Landscaping or Driveway Bond - administration fee (nonrefundable - notes 4 & 5):	\$100 each
(Bond amount shall be equal to cost of seeding or paving.)	
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.