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

Building Department
807 Route 52
Fishkill, NY 12524-3110
Phone: (845) 831-7800 Ext. 3322
Fax: (845) 831-3256

NEW YORK STATE CODE ENFORCEMENT

Commercial and Multifamily

Plans and Specifications Submitted with a Building Permit for New Construction

Requirements: Two (2) Complete sets of Plans/specs stamp and signature by the design professional on plans and specification s (NYS Education Law) containing location plan, site plan, floor plans, wall schedules, window/door schedules, life safety plan, fire rated systems, foundation/structural plans, floor/roof framing plan or truss layout, reflected ceiling plan, wall sections, and exterior elevations with the following criteria and documents:

All drawings must be clear, concise and drawn to scale ("Optional" details that are not used shall be removed from the plan). Square footage of individual areas shall be on plans.

The following list is intended to be a guide and is not all-inclusive. Additional information may be required. Small projects may not require all items listed.

COVERSHEET CODE SUMMARY TO INCLUDE:

1. Designer's name, project description
2. Code editions, building height, number of stories, and gross floor area in sq ft.
3. Occupancy Classification per Chapter 3 and 4.
4. Minimum Type Construction Chapter 5, Table 503.
5. Number of residential and or commercial units (if applicable).

SITE PLANS SHOWING:

1. Building footprint and relation to adjacent buildings or structures
2. Fire department access.
3. Location of Fire Department Connection.
4. Location of Fire hydrants.
5. Property lines, easements, set backs.
6. Sidewalks.
7. Dumpster location and details
8. Protective bollards
9. Parking layout and number of spaces and accessible spaces.

FIRE RESISTANT CONSTRUCTION REQUIREMENTS:

1. Fire or smoke resistant separations (tested Systems).
2. Indicate tenant separation with rated systems.
3. Fire resistant protection for type of construction.
4. Shaft wall systems
5. Protection of openings and penetrations of rated walls (tested systems).
6. Fire blocking and draft-stopping.

LIFE SAFETY AND FIRE SUPPRESSION- Chapter 9 and Fire Code of NYS:

1. Automatic sprinkler system pre-engineered system and layout.
2. Fire alarm detecting system layout.
3. Smoke control system schematic.
4. Standpipes: pre-engineered system & riser diagram.
5. Other fire protection systems schematics.

OCCUPANCY LOAD / EGRESS REQUIREMENTS-Chapter 10

1. Occupancy load and egress capacity (gross and net).
2. Means of egress pathway, travel distance calculated.
3. Horizontal exits/exit passageways.
4. Exit access, exit and exit discharge.
5. Stair construction / geometry and protection (with handrail/guardrail details).
6. Doors and required ratings.
7. Seating plans.
8. Furniture plan, laboratory layout.
9. Emergency lighting and exit signs.

STRUCTURAL REQUIREMENTS- Chapter 16

1. Design loads.
2. Seismic data.
3. Flood Plain.
4. Wind requirements.
5. Footing/Foundation
6. Wall systems, Floor systems, and Roof systems.

MATERIAL DETAILS:

1. Wood, steel, concrete, masonry, and plastic.
2. Aluminum and lightweight steel structures to include appropriate engineering design.
3. Glass/Glazing (mfg details to indicate compliance with design loads including installation and attachments).
4. Gypsum board and plaster.
5. Insulation mechanical- type and rating.
6. Insulation (type and rating) Energy Conservation Construction Code of New York State E104.
7. Ceiling assemblies.
8. Roofing (mfg. listed system for wind zone with installation and attachments).

ACCESSIBILITY- Chapter 11

1. Site Plan showing accessible features.
2. Accessible route.
3. Vertical accessibility.
4. Toilet and bathing facilities.
5. Drinking fountains.
6. Signage

INTERIOR REQUIREMENTS – Chapter 12

1. Interior finishes (flame spread/smoke develop).
2. Light and ventilation.
3. Sanitation.

SPECIAL SYSTEMS – Chapter 30

1. Elevators & Escalators & lifts.
2. Kitchen Hood Suppression Systems.

ELECTRICAL – Chapter 27

1. Wire and conduit size, services, feeders and branch circuits, over-current protection.
2. Grounding, wiring methods and materials, GFCI, arc fault.
3. Equipment such as motors, controllers.
4. Emergency Systems.
5. Load Calculations.
6. Riser diagram.
7. Panel Schedules.
8. Lighting plan.
9. Power plan.

PLUMBING – Chapter 29 and Plumbing Code NYS

1. Minimum plumbing facilities with calculations.
2. Plumbing riser diagram, fixtures, sanitary drainage and venting.
3. Water supply piping.
4. Water heaters.
5. Roof drainage.
6. Backflow prevention.
7. Location and connection of water supply.
8. Grease traps.

MECHANICAL – Chapter 28 and Mechanical of NYS

1. Fleet energy analysis.
2. Equipment and equipment locations.
3. Make-up air.
4. Duct systems with fire dampers.
5. Exhaust systems.
6. Boilers and appliances.
7. Ventilation.
8. Refrigeration.
9. Bathroom ventilation.
10. Chimneys, fireplaces and vents.
11. Roof mounted equipment and anchoring.

GAS/OIL SYSTEMS – Fuel Gas Code NYS

1. Gas/Oil piping layout w/valve location with riser diagram
2. Venting and Combustion Air.
3. Chimneys and vents.
4. Appliances
5. Type of Gas/Oil system
6. Fuel tank locations

Town of Fishkill Sample Code Tables

Classification of Work	
Use and Occupancy Classification	
Codes or Laws used	
Building Height	
Number of stories	
Building area	
Fire Area-First Story	
Fire Area - Second Story	
Type of Construction	Type-

Fire- Resistance Rating Requirements for Building Elements form Table 601

Construction Type -	# of hour	Design
Structural frame Including columns, girders, trusses		
Bearing walls - Exterior		
Bearing walls - Interior		
Nonbearing walls and partitions - Exterior		
Nonbearing walls and partitions - Interior		
Floor construction Including supporting beams and joist		
Roof construction Including supporting beams and joists		

Fire Protection Equipment – Chapter 9

	Section	Required	Provided
Automatic Sprinkler Systems			
Alternative Automatic Fire-Extinguishing Systems			
Standpipe Systems			
Portable Fire Extinguishers			
Fire Alarm and Detection Systems			
Emergency Alarm Systems			
Smoke and Heat Vents			
Fire Command Center			

Egress Requirements Chapter 10

	Room No.	Square Foot	Area per Person	Occupant Load	Number of Exits Required	Exit/Door Size Required	Number of Exits Provided	Exit/Door Size Provided
Basement	B01							
1st Floor	101							
2nd Floor	201							
3rd Floor	301							
4th Floor	401							
5th Floor	501							

BUILDING PERMIT APPLICATION

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:

[ ] 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

BUILDING PERMIT APPLICATION INSTRUCTIONS Application/Permit # ☐☐ — ☐☐☐

TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

A. The application must be completely filled in by typewriter or ink and submitted to the Building Inspector.

B. A separate plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of the layout of the property must be submitted or must be drawn on the location plan which is part of this application. At the discretion of the Building Inspector or Zoning Administrator a survey prepared by a licensed surveyor or engineer may be required to be submitted.

C. The application must be accompanied by, at least, two complete sets of plans and specifications showing the proposed construction. Plans and specifications shall describe, in sufficient detail, the nature of the work to be performed including the materials and equipment to be used and details of structural, mechanical, electrical and plumbing installations. At the discretion of the Building Inspector, additional sets of plans and specifications may be required.

   1) Plans and specifications are required to be signed and sealed by a registered architect or professional engineer, except for:
      a) Farm buildings and other buildings used solely and directly for agricultural purposes;
      b) single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
      c) alterations, costing $20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

      [New York State Education Law, Section 7307]
   2) Note: For common residential projects (fin. basements, decks, sheds, pools, woodstoves, etc.) refer to the sheet entitled "REQUIRED INFORMATION FOR COMMON PROJECTS."

D. Satisfactory proof consisting of a certificate of insurance, indicating that worker's compensation has been secured for all employees. Homeowners and self-employed contractors may submit an appropriate affidavit in lieu thereof. (New York State Worker's Compensation Law, Section 56.)

E. When applicable other approvals must be submitted, such as but not limited to; Dept. of Health; Planning (site plan, special use, subdivision, etc.); ZBA Variances; County or State Work Permit; Water/Sewer District; Wetlands; Flood Plain; E-911 Addressing Confirmation.

F. The work covered by the application may not be commenced before issuance of a Building Permit.

G. Upon approval of the application, the Building Department will issue a Building Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

H. All electrical work shall be inspected by an independent electrical inspection agency approved in accordance with the Code of the Town of Fishkill.

I. All work shall be done in accordance with the plans and specifications and no person shall make any change in said plans and specifications without the written consent of the Building Department.

J. No building or structure for which a permit has been issued shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy or a Certificate of Compliance has been granted by the Building Department.

K. At the Building Inspector's discretion, a certified "as built" plot plan or survey and/or building plans may be required before a Certificate of Occupancy is issued.

_____ _____

Signature (Owner, Builder, Agent) Date

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

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 homeowner doing your own work on your own house, you may be eligible for exemption from the above requirements. Please ask us for a homeowner's exemption form.

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 your local office of the Workers Compensation Board.

We also require

CERTIFICATE OF LIABILITY
Naming Town of Fishkill additionally insured
or
Certificate Holder

Applications for Approval of Plans

Wastewater Disposal Systems
Or
Water Supply

Contact:

Dutchess County Health Department
387 Main Mall
Poughkeepsie, NY 12601
Tel. # 845-486-3400
Fax # 845-486-3447

Websites

Main

http://www.co.dutchess.ny.us/CountyGov/Departments/Health/HDindex.htm

Forms

http://www.co.dutchess.ny.us/CountyGov/Departments/Health/HDIndexforms.htm

Dutchess County Real Property Tax Service Agency
New Address Request Form

Office Phone; (845) 486-2140
22 Market St, Poughkeepsie, New York 12601

Fax Number: (845) 486-2093
rptaddressing@co.dutchess.ny.us

Name of Firm or Person requesting address information _____

Contact person _____ Date: _____

Phone #: _____ Fax #: _____

TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:

1. Type of Request: ☐ Resale ☐ New Construction ☐ Sub-division ☐ Other _____

2. Real Property Tax Parcel Grid Number:

   13 _____-_____-_____-_____-_____
   Swis code (4) Section (4) Block (2) Lot (6) Suffix (4)

   Filed Map Number (if available): _____ Lot #_____

3. Parcel old address (if applicable):

   _____

4. Former owner of parcel or structure:

   _____

5. New owner of parcel or structure:

   _____

6. **<u>Attach a plot plan showing actual location of driveway:</u>**

==========

To be completed by RPT Addressing Staff:

New assigned 9-1-1 address: _____

Name of Technician: _____ Date Assigned: _____

Print Reset

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
Local Inspector: Ron Henry (845) 541-1871(VM) | (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 | (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 | (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 | (800) 873-6342 | Fax: (518) 273-1202
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 Inspectors:
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.
150 White Plains Road, Tarrytown, NY 10591
(914) 347-4390 | Fax: (914) 347-4394

The Inspector, LLC
7063 State Route 374, Chateaugay, NY 12920
(518) 481-5300

Swanson Consulting, Inc.
PO Box 395, Salisbury Mills, NY 12577
(845) 496-5160

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 cell: (646) 208-2017

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):	$ 50.00
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):	$ 50.00
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 PLUS
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:	50.00 each
Temporary Construction/Office Trailer (requires Planning 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):	50.00 each
Inspection Request/Zoning Compliance (per inspection/inspector)	50.00
Inspection Request (after/before business hours-per inspection/inspector)	150.00/hour
Municipal Files Commercial Searches (transcript of records only):	300.00 each
Municipal Files Commercial Searches (transcript of records only): Single Occupancy over 5000 sq ft	500.00 each
Municipal Files Commercial Searches (transcript of records only): Each additional occupancy	100.00 each
Additional fee for an on-site verification inspection:	50.00 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)	$100.00
Top Soil & Excavation Permit (Chapter 128-5A applications only)	$100.00
Fire Hydrant Permit (non-firematic)	$50.00 pre-pay $.07/gallon used

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.