

**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 or homeowner of project as Certificate Holder.
  - Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof--signed and stamped by Workers Compensation Board.
  - Homeowners doing their own projects **MUST** fill out form BP-1 (included in packet) and have notarized.
- 4.** If contractor is applicant, the contractor **MUST** provide a letter from the homeowner authorizing him to file for Building Permit.

**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

**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**

# 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

Effective September 9, 2006

## 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 (Does not include separate Electrical Inspector's Fee): 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  
Inspection Request/Zoning Compliance Inspection (per inspection/per inspector): 50.00 each  
Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector): 50.00 each  
Municipal Files Searches (transcript of records only), - Residential: 175.00 each  
Municipal Files Searches (transcript of records only), - Commercial (Single Occupancy to 5000 sq. ft): 300.00 each  
Municipal Files Searches (transcript of records only), - Commercial (Single Occupancy over 5000 sq. ft): 500.00 each  
-Commercial (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): 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.)

Fire Hydrant Permit (Non-Firematic Use) \$50.00 Pre-Pay  
PLUS \$.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.