

**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**

## **SHED**

### **BUILDING PERMIT PACKAGE**

**1. CONSTRUCTION DRAWINGS-**

**A: For Pre-Fab Shed:** Copy of brochure showing specs for specific shed.

**B: If constructing shed:** Need to submit two (2) drawings of the proposed shed showing all details. If building shed with footings, the 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 shed and 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 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.

**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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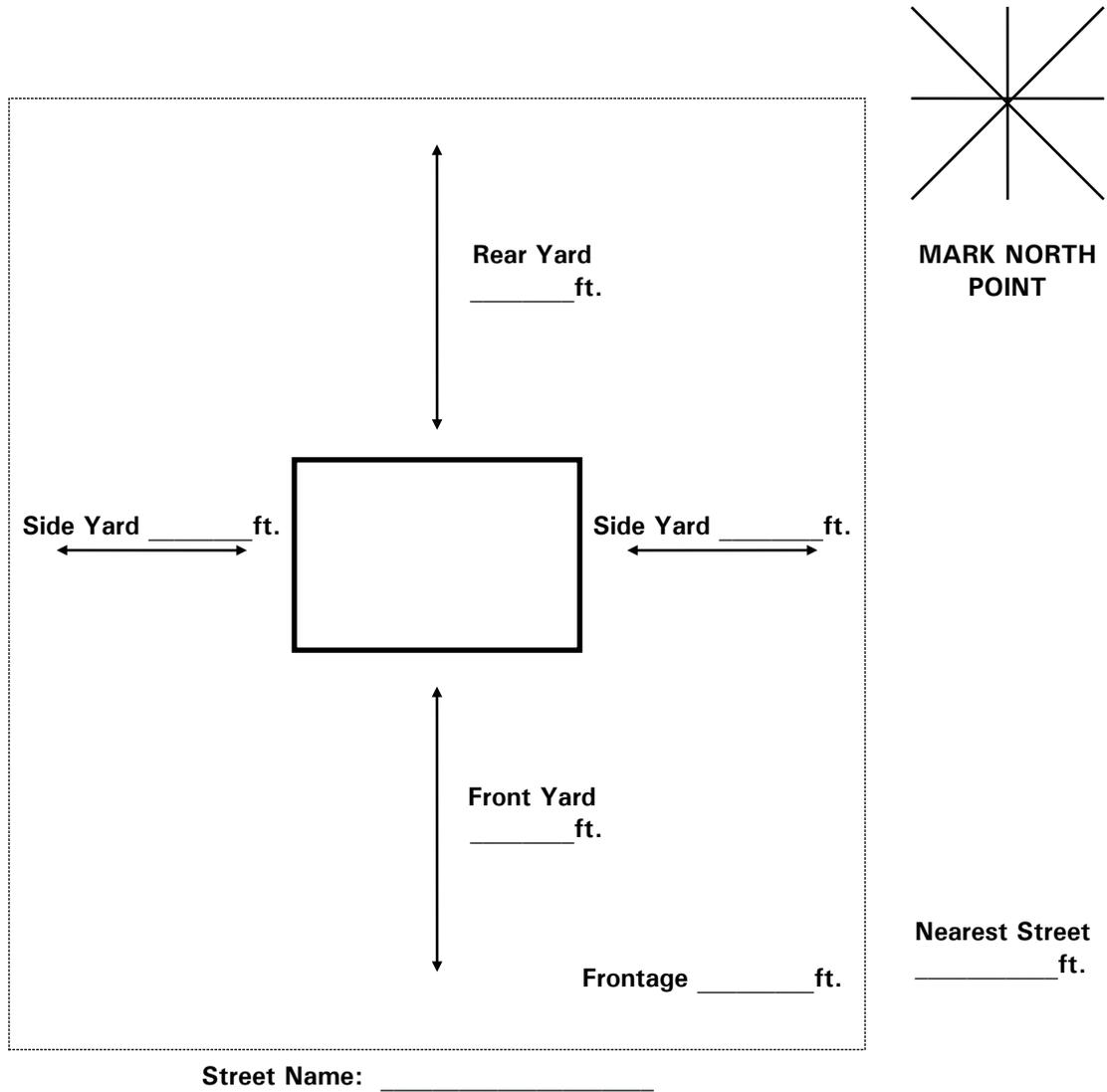
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INTERIOR LOT: \_\_\_\_\_ CORNER LOT: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

**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

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**

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

***\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\****

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

**LAWS OF NEW YORK, 1998**  
**CHAPTER 439**

The **general municipal law is amended by adding a new section 125** to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

## **Implementing Section 125 of the General Municipal Law**

### **1. General Contractors -- Business Owners and Certain Homeowners**

For **businesses and certain homeowners listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

### **2. Owner-occupied Residences**

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
  - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
  - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
  - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

## 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(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) 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.

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 cell: (646) 208-2017**

### New York Certified Electrical Inspectors LLC

203 Purgatory Road, Campbell Hall, NY 10916

**Jerry Caliendo (845) 294-7695**

**\*\*\*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.	
<b>New Home Construction</b> (per \$1000 of estimated construction cost less land value):	\$12.00/\$1K
<b>Additions:</b>	\$0.40/sq.ft.
New finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
<b>Interior Alterations:</b>	\$0.30/sq.ft.
Existing finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
<b>Garages:</b>	
Attached:	\$0.40/sq.ft.
Detached:	\$0.40/sq.ft.
<b>Storage Buildings (sheds):</b>	
Up to 400 square feet:	\$75.00
<b>Decks/Porches/Patios:</b>	
Open or with roof cover only:	\$0.30/ sq.ft.
Enclosed:	\$0.40/sq.ft.
Patios (impervious):	\$0.20/sq.ft.
<b>Plumbing installations (alterations not included):</b>	
Kitchens:	\$20.00 each
Half bath (two fixtures):	\$20.00 each
Full bath (three fixtures):	\$20.00 each
Future rough-in:	\$10.00 each
<b>Pools:</b>	
Above ground (deck, platform or patio not included):	\$75.00 each
In ground (deck, platform or patio not included):	\$75.00 each
<b>Conversions:</b>	
Extended one-family use (alterations not included):	\$125.00 each
Accessory apartment use (alterations not included):	\$125.00 each
<b>Heating/Cooling Equipment (Furnaces, Boilers, Woodstoves, Pellet Stoves, Fireplaces, Central Air, etc.):</b>	
New installations (alterations not included):	\$75.00 each
Replacements (alterations not included):	\$75.00 each
<b>MISCELLANEOUS FEES - RESIDENTIAL</b>	
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.)	
<b>Building and/or Structural Demolition:</b>	
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.