

**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.**

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: |
|-------------------|------------------|

[] 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

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.

Ron Henry (845) 541-1871 (voicemail 24/7)
(845)562-8429 Office and Fax
Terry Munoz-Weaver (518) 755-0324 cell

Z3CONSULTANTS, Inc.

(845) 471-9370 Fax (845) 625-1479 Gary Beck, Jim Greaves

Atlantic-Inland, Inc.

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

Electrical Underwriters of NY, LLC

(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

845-298-6792 Pat Decina

Middle Department Inspection Agency, Inc.

(518) 273-0861 or (800) 873-6342 Fax: (518) 273-1202
David J. Williams (800) 479-4504

Tri-State Inspection Agency

(845) 544-2180 Fax: (845) 544-7257 9AM to 6PM
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

(845) 373-7308 Fax: (845) 373-7309

New York Electrical Inspection Services, Inc.

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

The Inspector, LLC

(518) 481-5300

Swanson Consulting, Inc.

(845) 496-4443

NY Electrical Inspections & Consulting LLC

(845) 343-6934 Fax: (845) 343-4834

State Wide Inspection Services

1080 Main Street, Fishkill, NY 12524
(845) 202-7224
Frank Farina

New York Certified Electrical Inspectors LLC

Jerry Caliando (845) 294-7695

Northeast Electrical Inspections LLC

(518) 852-0826 Fax: (518) 370-1927

SAS Electrical Inspection

(845) 801-2172

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: | \$75.00 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): | \$75.00 each |
| Inspection Request/Zoning Compliance (per inspection/inspector) | \$75.00 each |
| 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: | \$75.00 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 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.