

TOWN OF SHANDAKEN
Building and Zoning Office
P.O. Box 134
Shandaken, NY 12480
(845)688-5008 Fax (845)688-9863
shandakenbldg@gmail.com

BUILDING PERMIT APPLICATION AND INSTRUCTIONS

All Permit Applications:

All applications must be returned to the above address, fully completed and on the original forms.

Application for Building Permit:

The primary applicant is the LANDOWNER. A secondary applicant may apply, but **must** show proof that he/she is making the application with the authorization of the owner. The owner **must** sign the application. If the owner does not reside locally, they must provide a notarized letter of authorization, to be submitted as part of the application package. The owner's mailing address must be provided if it is different from the location address. Two (2) sets of construction documents must accompany the application. Construction documents must indicate with sufficient clarity and detail the proposed project, extent of the work to be performed, location of the work on the property, and **the estimated cost of the job (this requires a copy of the contractors job estimate)**. If the proposed project exceeds fifteen hundred square feet or will result in a structure with a total habitable space exceeding fifteen hundred square feet than all plans shall require a seal by an architect registered in New York State.

The proposed work must comply with the NYS Uniform Code and the State Energy Conservation Construction Code.

Proof of Liability Insurance and Workers Compensation Insurance must be submitted with the application. If you are claiming to be exempt from carrying Workers Compensation Insurance then you must attach a copy of the New York State CE-200 form with a valid certificate number. This form may be found on-line at: www.wcb.ny.gov. A worksheet for calculating the fee for the building permit is attached. This fee is due upon receipt of the application. You may pay by cash or a check payable to: Town of Shandaken. Debit or credit cards are accepted at the Town Clerk's Office.

All necessary inspections require **YOU** to notify the Building Inspector forty-eight (48) hours in advance. Once the job is completed, **YOU** must notify this department for a final inspection and to obtain the Certificate of Occupancy or Compliance. The following are items which require inspections:

Pre-construction site inspection; Excavation for footings (prior to concrete placement); Foundation walls (prior to concrete placement if applicable); Slab (prior to concrete placement if applicable); Waterproofing/drainage; Framing with windows and doors before mechanicals; Mechanicals (plumbing, HVAC, gas, electrical); Insulation including vapor barrier; Final Inspection.

Failure to notify this office for any of the above inspections may result in revocation of the building permit, legal action, and refusal to issue Certificate(s).

TOTAL VALUATION OF CONSTRUCTION

\$0.00 - \$2,000.00	\$35.00 plus the Certificate Fee. (Occupancy or Compliance).
\$2,000.00 - \$25,000.00	\$35.00 for the first \$2,000.00, plus \$5.00 for each additional \$1,000.00 up to and including, \$25,000.00, plus the Certificate Fee (Occupancy or Compliance).
\$25,000.00 - \$50,000.00	\$150.00 for the first \$25,000.00, plus \$4.00 for each additional \$1,000.00 up to and including, \$50,000.00, plus the Certificate Fee (Occupancy or Compliance).
Over \$50,000.00	\$250.00 for the first \$50,000.00, plus \$3.00 for each additional \$1,000.00, plus the Certificate Fee (Occupancy or Compliance).
Manufactured/Mobile Home Permit	\$175.00 plus foundation cost includes Certificate of Occupancy
Fence Permit	\$45.00 includes Certificate of Compliance.
Alternative Heating Appliance Permit	\$65.00 includes Certificate of Compliance.
Sign Permit	\$70.00 includes Certificate of Compliance.
Appliance Permit	\$15.00
Roofing Permit	\$40.00
Certificate of Compliance	\$15.00
Certificate of Occupancy	\$25.00

We accept cash or checks (payable to: Town of Shandaken). Debit and credit card payments are accepted at the Town Clerk's office.

Estimated Cost of Project:

Contractors estimate for job: \$ _____
(MUST INCLUDE COPY OF ACTUAL ESTIMATE)

If the work is to be performed by the homeowner: \$ _____

Permit Fee: \$ _____

FEES ARE NON-REFUNDABLE

PROJECT DETAILS

The plans for the work to be performed must accompany this application and show compliance with the applicable sections of the New York State Building Codes, the New York State Energy Codes, and the Town of Shandaken Zoning Codes. Some plans may be required to be stamped by a NYS licensed architect or engineer.

Type of Project:

New Building Addition Alteration Repair/Replacement Relocation
 Fence Sign Generator Solar Panels Oil Tank Roofing
 Alternative Heating Appliance Appliance (Heating, A/C, Hot H2O) Other _____

Current Use: _____

Proposed Use: _____

If an addition is being added, it will be used as: (check all that apply)

Family Room Living Room Dining Room Kitchen Bedroom Office Den
 Sun Room Full Bathroom Half Bathroom

Other: _____

Deck/Porch: Open Covered Enclosed Screened Other

Basement: Full Partial Crawl Piers Slab

Garage: Attached Detached

Type of Construction Stick Built Modular Mobile Other: Description _____

Utilities: Electric Gas Oil Solar Geothermal Wind Tidal Other _____

Description of Project: _____

Property Information:

Number and Street Address: _____

Section _____ Block _____ Lot _____ Zoning District _____

Is the property located in a flood zone? _____

If yes you will need a floodplain development permit.

Owner Information:

Owner(s) Name: _____

Mailing Address: _____

Contact Numbers: (Home) _____ (Cell) _____

Contractor(s) Information:

Name and/or DBA: _____

Mailing Address: _____

Contact Person: _____

Contact Number: _____ Fax: _____

Name and/or DBA: _____

Mailing Address: _____

Contact Person: _____

Contact Number: _____ Fax: _____

Name and/or DBA: _____

Mailing Address: _____

Contact Person: _____

Contact Number: _____ Fax: _____

The Building Department must be notified at least forty-eight (48) hours in advance to schedule inspections. You may contact us in person or by phone at (845) 688-5008 Monday thru Thursday from 9am – 3pm. Depending on the work being done, more than one (1) inspection may be necessary. This is especially true for internal work, which will be covered from visual inspection by additional work (i.e. electrical, insulation and plumbing).

You should not proceed to the next step of construction if internal inspections have not been completed. Otherwise, work may need to be removed at the owner/contractors expense so that an internal inspection may be completed.

The owner(s) hereby agrees to allow the Building Inspector to inspect the sufficiency of the work being done, pursuant to this permit, provided however, that such inspections are limited to the work being done in relation to the permit and any other non-work related violations which are readily discernible from such inspections.

New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. **No permit will be issued unless a current valid Worker's Compensation and Disability Insurance Certificate or Certificate of Exemption is attached to this application.** More information may be found at the NYS Worker's Compensation's website at: www.wcb.ny.gov.

If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued. Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos and lead abatement procedures.

This permit does not include any privilege of encroachment in, over, under or upon any street, right-of-way, or required yard setbacks.

The Building Permit must be displayed so as to be visible from the street nearest to the location of the work being done.

_____, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made on this application are true.

Signature: _____ Date: _____

Do Not Write Below This Line

Date Received: ___/___/___ Received By: _____ Date Reviewed by Bldg. Inspector: ___/___/___

Is Application Complete: ___Yes ___No Documentation needed: _____
Date Received: ___/___/___

Special Approval needed by: ___PB ___ZBA ___Other ___None