



Supervisor: (845) 688-7165  
Police: (845) 688-9902  
Town Clerk: (845) 688-5004  
Justice Court: (845) 688-5005  
Assessor: (845) 688-5003  
Assessor Fax: (845) 688-5708  
**ZBA/ZEO/Planning: (845) 688-5008**  
Highway: (845) 688-9901  
Fax: (845) 688-2041

*"The Heart of the Park... Where the Eagle Soars"*

[www.shandaken.us](http://www.shandaken.us)

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

## **BUILDING PERMIT APPLICATION AND INSTRUCTIONS**

### **All Permit Applications:**

All applications must be returned to the above address, fully completed and on the original forms. Failure to do so may result in a delay.

### **Application for Building Permits:**

The primary applicant is the LAND-OWNER. A secondary applicant may apply, but **must** show proof that they are 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.)

The proposed work must comply with the Town of Shandaken's Zoning Code, New York State 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 at [wcb.ny.gov](http://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, a check payable to: Town of Shandaken, or credit cards are accepted at the Town Clerks office.

All necessary inspections require **YOU** to notify the Building Inspector forty-eight (48) hours in advance. Once the job is complete, **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;) 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 permit, legal action, and refusal to issue Certificate(s.)**

**Town of Shandaken Building Department Fees**

**WORK STARTED WITHOUT A PERMIT IS SUBJECT TO A \$300 FINE**

*Effective October 2020*

**New Commercial and Residential Construction**

<b>New Residential Construction or Additions</b>	<b>.50¢ p/sqft plus the Certificate Fee</b>
<b>New Commercial Construction or Additions</b>	<b>.55¢ p/sqft plus the Certificate Fee</b>
<b>New Decking</b>	<b>.40¢ p/sqft plus the Certificate Fee</b>
<b>Manufactured/Mobile Home</b>	<b>\$225 plus foundation cost includes Certificate of Occupancy</b>
<b>Fence Permit</b>	<b>\$75 includes Certificate of Compliance</b>
<b>Alternative Heating Appliance Permit</b>	<b>\$100 includes Certificate of Compliance</b>
<b>Sign Permit</b>	<b>\$100 includes Certificate of Compliance</b>
<b>Appliance Permit</b>	<b>\$25 plus the Certificate Fee</b>
<b>Roofing Permit</b>	<b>\$50 includes Certificate of Compliance</b>
<b>Certificate of Occupancy</b>	<b>\$50</b>
<b>Certificate of Compliance</b>	<b>\$25</b>

**Renovations to Existing Structures**

fee is calculated based on Total Valuation of Construction

<b>\$0 - \$2,000</b>	<b>\$35 plus the Certificate Fee</b>
<b>\$2,001 - \$25,000</b>	<b>\$35 for the first \$2,000 plus \$5 for each additional \$1,000 up to and including \$25,000. Plus, the Certificate Fee</b>
<b>\$25,001 - \$50,000</b>	<b>\$150 for the first \$25,000 plus \$4 for each additional \$1,000 up to and including \$50,000. Plus, the Certificate Fee</b>
<b>Over \$50,000</b>	<b>\$250 for the first \$50,000 plus \$5 for each additional \$1,000. Plus, the Certificate Fee</b>

Estimated Cost of Project:

Contractors Estimate: \$ \_\_\_\_\_

**MUST INCLUDE COPY OF THE ACTUAL ESTIMATE**

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

Permit Fee: \$ \_\_\_\_\_

We accept cash or checks payable to **Town of Shandaken**. Debit and credit card payments are accepted by the Town Clerks office.

**\*\* FEES ARE NON-REFUNDABLE \*\***

**Project Location:**



**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.

**Scope of Work:**

Existing use and occupancy: \_\_\_\_\_

Proposed use and occupancy: \_\_\_\_\_

Dimensions of existing structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Setbacks of existing structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Dimensions of proposed structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Setbacks of proposed structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

**Type of Project:**

- New Building  Addition  Alteration  Repair/Replacement  Relocation  Generator
- Fence  Sign  Solar Panels  Oil Tank  Roofing  Alternative Heating Appliance
- Appliance (Heating, AC, Hot Water etc.)  Other\_\_\_\_\_

**If an addition is being constructed, 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\_\_\_\_\_

**Utilities:**  Electric  Gas  Oil  Solar  Geothermal  Wind  Tidal  Other\_\_\_\_\_

**Project Location:**



