

**TOWN OF WAWAYANDA
APPLICATION FOR PERMIT**

Date Received: _____ Date Issued: _____ Permit #: _____

Location _____
(Street Name & Number)

Tax Map Number: Section _____ Block _____ Lot _____ Zone _____

Nature of Work New Construction Addition Demolition Renovation Pool
 Accessory Structure Oil Tank Electrical Deck Sign Other _____

Work Proposed (Describe in detail) _____

Dimensions of Project _____ Square Footage _____ Cost of Improvement _____

Present occupancy/use of property Vacant Single Family Two Family Other _____

Proposed occupancy/use of property Vacant Single Family Two Family Other _____

If Commercial Project

Occupant Load _____ Construction Type _____

Special Inspections Yes No Required Sprinkler System Yes No

If Accessory Structure

Specify Use (Storage, Garage, Barn, Etc.) _____ Heat Yes No Electric Yes No

APPLICATION IS HEREBY MADE to the Code Enforcement Office for the issuance of a building permit pursuant to the 2015 International Construction Code for the construction of buildings, additions or alterations, or for removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

(Printed Name of Applicant)

(Signature of Applicant)

(Address of Applicant)

(Phone Number)

(Email Address)

State whether Applicant is Owner, Lessee, Agent, Architect, Engineer or Contractor: _____

Name, Address and Phone Number of Owner of premises (if different from Applicant):

Name, Address & Phone of Architect/Engineer:

Name, Address & Phone Number of Contractor:

STATE OF NEW YORK,

COUNTY OF _____ } ss:

_____ Being duly sworn and disposes' and says that he/she is the applicant above named. He/she is the _____ (Contractor, agent, corporation officer, owner, etc.) of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This _____ day of _____ 20_____

(Signature of Applicant)

Notary Public

INSTRUCTIONS:

1. This application must be completed in full and submitted to the Code Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
3. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
4. The work covered by this application may not be commenced before the issuance of a permit.
5. Upon approval of this application, the Code Enforcement Office will issue a permit to the applicant together with approved set of plans and specifications. Said permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. Each permit that is issued is required to have a Certificate of Occupancy or Certificate of Compliance issued. No building shall be occupied or used in whole or in part for any purposes whatsoever until a Certificate of Occupancy shall have been granted by the Code Enforcement Office. It is the responsibility of the property owner to contact our office to arrange for a final inspection.
7. The applicant/owner is responsible for compliance with all other State & Federal regulations.
8. The Code Enforcement Officer is required to inspect the site prior to issuance of the permit and during the course of construction. An inspection schedule is attached for your convenience; however, additional inspections may be necessary.
9. As applicant you agree to accept all responsibility for the reimbursement of engineering or consultant fees relating to plan review and/or project inspections required by the Town.
10. All permits require proof of New York State Worker's Compensation Insurance naming the Town of Wawayanda as Certificate Holder. If work is to be done by the homeowner, an insurance waiver is attached. If you are a contractor who is exempt from NYS Worker's Comp, a waiver form must be submitted. They are available at: www.wcb.ny.gov
11. The Town of Wawayanda requires that utilities serving new structures be installed underground for all lots approved since 1972.

CHECKLIST: (Please verify you have checked everything before submitting to our office)

- | | |
|---|---|
| <input type="checkbox"/> Application complete and notarized | <input type="checkbox"/> Plans/construction specifications attached |
| <input type="checkbox"/> Survey/Plot Plan showing setbacks | <input type="checkbox"/> Insurance (Waiver OR Certificate) |

TOWN OF WAWAYANDA
CODE ENFORCEMENT OFFICE

Code Enforcement Officer
Charles White



80 Ridgebury Hill Road
Slate Hill, NY 10973
(845) 355-5700 Fax (845) 355-5752

To Owner/Applicant:

It is **YOUR** responsibility to contact our office for routine construction inspections (See Reverse)

**EACH PERMIT ISSUED BY THE TOWN
REQUIRES A
CERTIFICATE OF OCCUPANCY/USE
WHEN CONSTRUCTION IS COMPLETE**

Please contact our office when construction is complete for a final inspection. You will receive a CO/CC in the mail within 2 weeks from the final inspection. If you do not receive the Certificate, please contact us **ASAP**, your permit may be still considered **OPEN**

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REQUIRED INSPECTIONS BY PERMIT TYPE

Single/Two Family Dwelling/Additions:

Footings (Before Pouring)
Foundation Walls (Before Pouring)
Waterproofing/Footing Drains (Before Backfilling)
Concrete Floor Plumbing (Before Pouring)
Basement/Garage Floor (Before Pouring)
Deck and/or Porch Footings (Before Pouring)
Framing
Rough Plumbing
Solid Fuel Burning Heating Appliances, Chimney, Flues or Gas Vents
Fire Resistant Construction & Penetrations
Insulation/Fireblocking
Energy Conservation
Final

Oil Tanks:

Existing Tank-Cleaned and Removed
New Tank Install

Decks:

Footings (Before Pouring)
Framing (Before Decking if less than 24" to Ground)
Final

Signs:

Footings (Before pouring)
Final

Alterations/Renovations (Finished Basement/Bonus Room/Interior Work):

Framing
Plumbing
Fire Blocking
Insulation
Final

Accessory Structure (Garage/Shed):

Footings (If required, Before Pouring)
Foundation Walls (If required, Before Pouring)
Slab (If required, Before Pouring)
Framing (If stick built)
Final

Swimming Pools:

Foundation (If Inground Pool, Before Pouring)
Final (After Elec. Insp., Pool Alarm, Barriers)

Solar Permits/Demolition Permits:

Final

Natural Gas:

Pressure Test - Residential: Min. 3lbs of Pressure
or 1 ½ x of the proposed maximum working
pressure

Septic Work:

If Engineered Design System-No Inspections, but
requires Engineer Certification & As Built
Drawing. If Repair Work or Tank Replacement:
Visual of all work before backfilling

Well:

Final-Need NYS DEC Well Log, Water Test &
Electric Inspection

IF YOUR PROJECT IS NOT LISTED, PLEASE CONTACT US FOR A LIST OF INSPECTIONS
EACH INSPECTION MUST BE DONE PRIOR TO GOING ON TO THE NEXT PHASE OF CONSTRUCTION.
PLEASE CALL THE OFFICE AT LEAST 24 HOURS PRIOR TO THE REQUESTED INSPECTION.
INSPECTION HOURS ARE MONDAY THRU FRIDAY FROM 8:00am – 10:00am, and 12:30pm-2:00pm.

INFORMATION THAT SHOULD BE SUBMITTED WHEN APPLYING FOR PERMITS
(Upon review, additional information may be required)

Houses:

- *2 copies of a recent survey of the property
- *2 complete sets of plans stamped by an NYS licensed engineer or architect
- *2 copies of stamped septic work & design or subdivision plans
- *Driveway Bond if the entrance is on a Town Road
- *A copy of the driveway permit must be submitted if on County or State Road
- *If subdivision was approved after 4/14/03 a recreation fee of \$0.50 per sq ft must be paid at the issuance of the permit.
- *Projects subject to the Town's Stormwater Management Ordinance must submit additional required documentation.

Additions:

- *2 copies of detailed plans (professional plans may be required)
Detailed plans should include: Foundation, Framing, Plumbing, Insulation, Sheetrock. Etc.
- *2 copies of a survey with the addition drawn on it showing the setbacks
- *Septic certification if adding bedrooms
(Sample plans available upon request)

Alterations/Renovations:

- *2 copies of detailed plans (Professional plans may be required)
Detailed plans should include: Foundation, Framing, Plumbing, Insulation, Sheetrock. Etc.
(Sample plans available upon request)

Decks:

- *2 copies of detailed plans
Detailed plans should include: Footings, Framing, Rails, Step Risers, Spindles, Etc.
- *2 copies of a survey with the deck drawn on it showing the setbacks.
(Sample plans available upon request)

Sheds:

- *2 copies of detailed plans
- Pre built: obtain a brochure of shed
- Stick built: Detailed plans showing framing and foundation
- *2 copies of a survey showing the shed on it and the setbacks.

Garages/Pole Barns/Carports/Accessory Structures:

- *2 copies of detailed plans (professional plans may be required)
Detailed plans should include: Foundation, Framing, Insulation, Sheetrock, Etc.
- *2 copies of a survey showing the setbacks

Pools:

- *2 copies of a survey with the pool drawn on it showing the setbacks, well & septic location
- * If Inground, 2 copies of the foundation plan (usually provided by the pool company)

Signs:

- *2 copies of detailed plans
- *2 copies of a survey with the sign and setbacks drawn on it

Septic Replacements:

- *2 copies of Engineered plans
- *2 copies of survey
- *Perc results

Solid Fuel Appliance:

- *2 copies of brochure from company showing the specifications and listings
- *2 copies showing the location of where the solid fuel appliance will be going

Demolition:

- *2 copies of survey showing building(s) to be removed
- *An Asbestos Report may be required

Oil Tank Removal/Replacements:

- *2 copies of survey showing location and size of existing oil tank
- *2 copies of details for new installation
(If installed in Garage DETAILED PLANS ARE REQUIRED)

Solar Electric:

- *2 copies of details of panels
- *Letter from an Architect for roof loading

Natural Gas Conversion/Electrical Work:

- *Worker's comp from whoever is doing the work or the waiver if homeowner

Generators:

- *Worker's comp from Electrician
- *Diagram showing location of generator and distances to any windows/doors
- *Copy of Specs for Generator

Finished Basements:

- *2 Copies of Detailed Construction Plans
Must include: Framing, Plumbing, Insulation, Sheetrock, Doors & Window Sizes, SD/CO Locations, Dimensions & Use of rooms, Etc. This information is required for both Basements to be Finished & Basements that were previously finished without permits.

All permits must be accompanied by the appropriate fees. Check the attached fee schedule for the amount of the permit.

All projects must comply with the Town's Storm Water Management regulations as applicable.

Proof of ownership may be required (i.e. Orange County Recorded Deed).

All building permits require a Certificate Workman's Comp. Insurance naming the Town of Wawayanda as Certificate Holder.

- If work is to be done by the homeowner, an insurance waiver form is attached and must be submitted.
- If you are a contractor and you do not have Workman's Compensation, you must obtain a waiver form from the NYS Workman's Comp Board.

When applying for a permit, a complete application and all the things listed above must be submitted.

An inspection must be performed prior to issuing any permit.

NOTE: Failure to submit all requirements listed above shall delay in the issuing of a building permit.

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REQUIRED INSPECTIONS

THE FOLLOWING INSPECTIONS (AS APPLICABLE) ARE REQUIRED. ADDITIONAL INSPECTIONS MAY BE REQUIRED BY THE CODE ENFORCEMENT OFFICER BASED ON PROJECT REQUIREMENTS AND CONDITIONS.

- PRIOR TO PERMIT ISSUANCE
- FOOTINGS **BEFORE** POURING (ALL EROSION CONTROL MEASURES MUST BE IN PLACE)
- FOUNDATION WALLS **BEFORE** POURING
- FOOTING DRAINS & WATERPROOFING **BEFORE** BACKFILLING
- CONCRETE FLOOR PLUMBING **BEFORE** POURING
- BASEMENT/GARAGE FLOOR **BEFORE** POURING
- DECK OR PORCH FOOTINGS **BEFORE** POURING
- FRAMING
- ROUGH PLUMBING
- SOLID FUEL BURNING HEATING APPLIANCES, CHIMNEY, FLUES OR GAS VENTS PRIOR TO COVERING ANY WORK
- FIRE RESISTANT CONSTRUCTION & PENETRATIONS
- INSULATION/FIREBLOCKING
- ENERGY CONSERVATION (NEW CONSTRUCTION)
- FINAL

EACH INSPECTION MUST BE DONE PRIOR TO GOING ONTO THE NEXT PHASE OF CONSTRUCTION.
PLEASE CALL THE BUILDING INSPECTOR'S OFFICE AT LEAST 24 HOURS PRIOR TO THE REQUESTED INSPECTION.

INSPECTION HOURS ARE FROM 8:30am – 10:00am, and 12:30pm-2:00pm.

OFFICE HOURS ARE FROM 9:00-4:00, CLOSED BETWEEN 12:00-1:00.

CODE ENFORCEMENT OFFICER HOURS ARE FROM 10:00-12:00, MONDAY THROUGH FRIDAY.

REQUIRED FOR CERTIFICATE OF OCCUPANCY/COMPLIANCE

Before a Certificate of Occupancy can be given, the following must be submitted:

- Septic Certification in writing from the septic design engineer that certifies to the Building Inspector that the septic system was installed correctly as per the plans.
- Any permit issued after 10/1/11 requires an as built drawing of the septic system by a Licensed Professional.
- Truss Certification must be submitted if trusses are used in construction.
- Water analysis report.
- Well log (DEC's well completion report)
- Final survey showing all new and existing structures, well and septic systems (1 copy). A surveyor's certification of driveway gradients may also be required.
- Energy Conservation-Building Envelope Air Sealing-Certification or Testing Results as outlined below:
Door Blower Test or Visual Inspection, Duct Test (Pre-Construction or Rough In)
- All site improvements required by the site plan and/or subdivision approvals must be complete.
- Appropriate driveway approval must be obtained from the Town, County or State.
- All required special inspection reports and Architect/Engineer certifications.
- **Any legal fees or engineering consultant's fees must be paid by the applicant.**

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APPROVED ELECTRICAL INSPECTORS
Revised 10/6/16

COMMONWEALTH ELECTRICAL INSPECTION SERVICE INC.

www.codeservices.net

Fred Cocks
(845) 783-9309

ELECTRICAL UNDERWRITERS OF NY LLC

www.eu-ny.com

Ernest Bello Jr.
(845) 569-1759

Carl Wantje
(845) 361-0803

MIDDLE DEPARTMENT INSPECTION AGENCY

www.mdia.net

Tony Sibiga
(800) 603-6342

NEW YORK CERTIFIED ELECTRICAL INSPECTORS LLC

Jerry Caliendo
(845) 294-7695

NORTHEAST ELECTRICAL INSPECTIONS

www.neillc.com

Dave Near
518-852-0826

NY ELECTRICAL INSPECTIONS & CONSULTING

www.nyeic.com

John Wierl
(845) 343-6934

SWANSON CONSULTING INC

Joe Swanson
(845) 496-4443
Email: service@swansonconsulting.biz
www.swansonconsulting.biz

SWITCH-ON ELECTRIC

Frank X. Schmaus
(845) 733-4926

THE INSPECTOR LLC

www.theelectricalinspector.com

(800) 487-0535

TRI-STATE INSPECTION SERVICES

(845) 544-2180
Email: theoffice@tristateinspec.com
www.tristateinspec.com

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NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PREENGINEERED
WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION
Effective 1/1/15

Owner Name: _____

Location: _____ Tax Map No.: _____

Fire Jurisdiction: Slate Hill: _____ New Hampton: _____

Building Permit #: _____

Please take notice that the (check applicable line):

- _____ New Residential Structure
- _____ Addition to Existing Residential Structure
- _____ Rehabilitation to Existing Residential Structure

To be constructed or performed at the subject property referenced above will utilize (check applicable line):

- _____ Truss Type Construction (TT)
- _____ Pre-Engineered Wood Construction (PW)
- _____ Timber Construction (TC)

In the following location(s) (check applicable line):

- _____ Floor framing including girders and beams (F)
- _____ Roof framing (R)
- _____ Floor framing and roof framing (FR)

Signature

Date

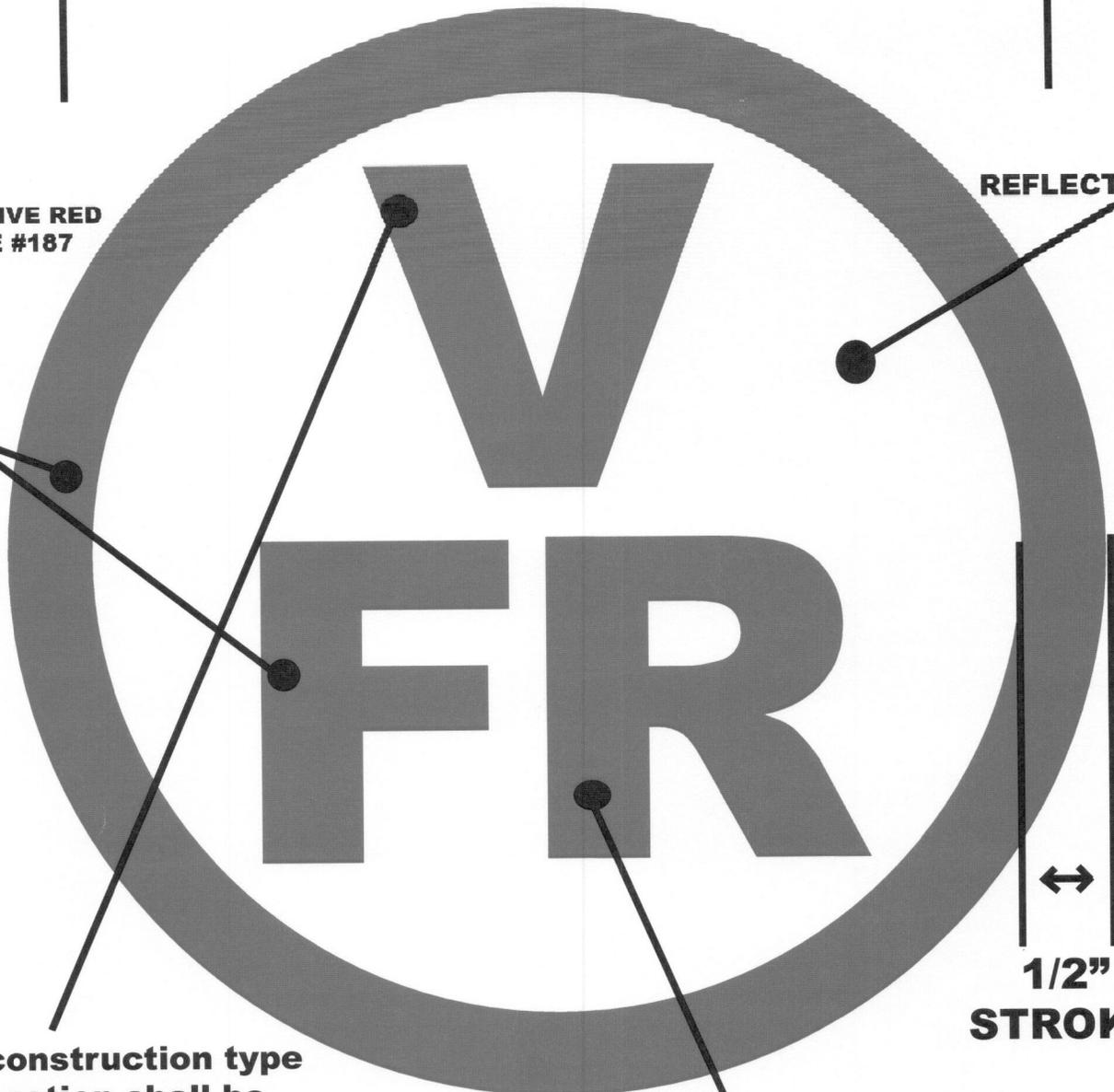
Capacity/Title (Owner, Contractor, Etc.)

Executive Law § 382-b, as added by Chapter 353 of the Laws of 2014, provides that any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, for any addition to an existing residential structure, or for any rehabilitation of an existing residential structure must (1) notify the local government that will issue the building permit that truss type, pre-engineered wood or timber construction is being utilized and (2) affix a sign or symbol to the electric box, if any, on the exterior of the structure indicating that truss type, pre-engineered wood or timber construction has been used.



REFLECTIVE RED
PANTONE #187

REFLECTIVE WHITE



1/2"
STROKE

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

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:

Sworn to before me this _____ day of

_____, _____
(County Clerk or Notary Public)

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.