VILLAGE OF WAPPINGERS FALLS

BUILDING INSPECTOR
ZONING ADMINISTRATOR
FIRE INSPECTOR
PLUMBING INSPECTOR
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NEW COMMERCIAL BUILDING/ADDITION TO COMMERCIAL BUILDING (INCLUDING R OCCUPANCIES) PERMIT PACKAGE

NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE REVIEWED UNTIL THE SUBMITTAL IS COMPLETE.
(All items below must be submitted. Fee payable upon issuance of building permit)

Applicable Codes **:** ***2010 NYS Building, Fire, Plumbing, Mechanical and Energy Conservation Codes***

BUILDING PERMIT APPLICATION

___ Application must be fully completed
___ Must be signed by the owner or submitted with a consent form(included in packet)
___ Workers' Compensation, proof of insurance must be submitted from the contractor at the time of the application
a) Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord Forms) or Affidavit in lieu thereof -- signed and stamped by Workers Compensation Board.
Accepted Forms:
- U26.3 - Certificate of Workers' Compensation Ins (NYS Insurance Fund only)
-C105.2 (9/07) - Certificate of Workers' Compensation Insurance
-GSI 105.2 (2/02) - Certificate of Participation in Workers' Compensation.

SITE PLAN (Planning Board approval required for any work on Commercial property)

BUILDING PLANS

___ Two complete sets required. Original stamp and signature of a NYS Architect or Professional Engineer on each set.

CODE ANALYSIS

___ Plan review checklist forms including BC Chapter 16 forms are available on the NYSDOS and the Village of Wappingers Falls website (http:www.wappingersfalls.ny.gov) Must be completed by the design professional.
NYS Existing Building Code now applies. Repair or Alteration Level I, II, or III must be specifically listed on the plans.

SPECIAL INSPECTIONS

___ Require per the NYS Code Chapter 17. List on the plans and on a separate submittal sheet. (see the village website for Special Inspections packet)

ENERGY REVIEW: See Section 104 of the NYS Code Energy Conservation Code for compliance documentation.

DEPARTMENT APPROVALS: Required BEFORE a review of the project by the Building Department.

___ Dig Safety New York, if you plan to dig or do any type of excavation work, New York State Law requires you call Dig Safety New York prior doing so 811
___ Water Department, if connected with to a Village Water system 845 297 3716
___ Highway Department, if connected to a Village Sewer system ..... 845 297 9758 If the driveway connects to a state or county road a letter of approval for a curb cut permit must be submitted from the applicable department.
___ Planning & Zoning Department ..... 845 297 5277 ___ Engineering 845 297 5277
___ Approved address form from Dutchess County 911 must be included.

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COMMERCIAL BUILDING PERMIT APPLICATION

BUILDING PERMIT APPLICATION # _____-- _____

APPLICANT : _____

ADDRESS : _____ **PHONE :** _____

OWNER: _____

ADDRESS : _____ **PHONE :** _____

BUILDER : _____

ADDRESS : _____ **PHONE :** _____

BUILDING SITE LOCATION : _____
(Road:Town,County, State or Private)

TAX GRID NUMBER : #06 _____---_____---_____

ZONING DISTRICT : _____ **Fire Deparment [ ] SW Johnson [ ] WT Garner**

Existing size of Structure (dimensions) :
Height : _____ Number of Stories : _____ Number of Dwelling Units: _____
No. of Bedrooms: _____ No. of Bathrooms : _____ Finished Basement ? _____

(Check all that apply.)

- [ ] **Construction of New Building**
- [ ] **Demolition**
- [ ] **Factory Manufactures Homes**
- [ ] **Convension - Change in Use/Occupancy**
- [ ] **Alteration**
- [ ] **Addition to Existing Building**
- [ ] **Repair to existing structure**
- [ ] **Oil/Gas/LP-Gas Heating or other Appliances**
- [ ] **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)**
- [ ] **Tank removal/installation**
- [ ] **Sign**
- [ ] **Other :**

PROJECT DESCRIPTION : _____

_____

Proposed Setback Minimums :
Distance of Structurefrom ... Front Line: _____ Rear Line : _____ Left Side : _____ Right Side: _____
Road Frontage (feet) : _____ Lot Area (acres) : _____

[ ] Estimated cost of Project: _____

Required Submittals:

- [ ] **Planning Approval -Site Plan, Special Use, etc.**
- [ ] **Village Variance (Attach ZBA resolution)**
- [ ] **State Variance (attach Board of Review resolution)**
- [ ] **Driveway Permit - Village, Town, County, State DOT**
- [ ] **Water/Sewer Department Approvals**
- [ ] **Wetland [ ] Flood Plain**
- [ ] **Statement of Special Inspection-Commercial**
- [ ] **SAN 34 Form-Dept. of Health Approval**
- [ ] **Construction Drawings stamped and Signed**
- [ ] **Manufactured Home: Stamped and Signed Plans**
- [ ] **Trusses: Stamped and Signed Plans**
- [ ] **Energy Code ComplianceSheet**
- [ ] **Electrical InspectionAgency: Application Field**
- [ ] **Attached Plot Plan or Survey**
- [ ] **Consent Form from Homeowner**
- [ ] **INSURANCE / WORKERS COMPENSATION**

It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator/Code Enforcement Officer to enter premises for purposes of inspections prior to the issuance of the Certificate of Occupancy.
All inspection are listed on Building Permit. All applications MUST be completed before review by an inspector.

_____
Signature of Owner/Contractor/Agent

_____
Date Signed

Zoning Dept. Use:

[ ] FEE : _____ **Receipt #** _____ **Check #**_____ **Cash** **Total Paid :** _____

_____
[ ] Code Enforcement Officer Approval

_____
Date

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CONSENT FORM

Name of property owner: _____

Address of property owner: _____

Phone number of property owner (Include home, work and mobile number):

_____

_____

Address of site where work is being conducted: _____

_____

Description of work: _____

_____

_____

_____

_____

_____

_____

_____

Name of person doing work: _____

Address of person doing work: _____

Phone number of person doing work (Include home, work and mobile numbers):

_____

_____

I, as property owner for the above mentioned property, am aware of all work described above and give my consent to the aforementioned person to do the work.

_____ _____

Signature of Property Owner **Date Signed**

VILLAGE OF WAPPINGERS FALLS

APPLICATION FOR A BUILDING PERMIT

IMPORTANT NOTICES: READ & SIGN

1. **Work conducted pursuant to a building permit must be visual inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Village of Wappingers Falls and all other applicable codes, rules or regulations.**

2. **It is the owner's responsibility to contact the Code Enforcement Office at 845-297-5277 Monday through Friday from 9:00 a.m. to 3:30 p.m. at least 48 hours before the owners wishes to have an inspection conducted . More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e., electrical work later to be covered by a wall)**

   DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDE, HOWEVER, THAT SUCH INSPECTION(S) IS(ARE) LIMITED TO THE WORK BEINGN CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**

4. **New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issue unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form BP-1 attached hereto.**

5. **If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been Issued. Section 64-9 (a) Village Code**

6. **Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.**

7. **The permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.**

8. **The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.**

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

_____ _____

Signature of Owner/Contractor/Agent **Date Signed**

— — — — — — — — — — — — — **Zoning Dept. Use:** — — — — — — — — — — — —

_____ _____

[ ] Code Enforcement Officer Approval **Date**

VILLAGE OF WAPPINGERS FALLS

POLICY ON CONSTRUCTION INSPECTIONS

Inspections are required under NYS and Village Law. The following inspections are required to be schedule by the contractor and/or property owner at a minimum 24 hours BEFORE the inspection is needed. In some cases more time is require before an inspection takes place. (see below) Failing to schedule required inspections is a violation of the Village Law and legal action may be taken against you and/or a STOP WORK ORDER issued if you fail to schedule the required inspections.

FOOTINGS - When the excavation for footings is completed and before footings are poured. Soil bearing test are the responsibility of the homeowner/contractor. Must call to schedule **48 hours BEFORE pouring concrete** in order to allow for corrections.

FOOTING DRAINS - Before backfilling foundation.
FOUNDATION WALLS - When the foundation forms (for poured walls) have been erected, and before any backfilling has taken place, **48 hours BEFORE pouring**. Block walls may require intermittent inspections for reinforcing rods or other details that may be included on designed plan. Also for block walls schedule an inspection before back-filling.

CONCRETE FLOORS & SLABS - 48 hours BEFORE pouring.

UNDERGROUND AND ROUGH PLUMBING - DWV requires an air test of 5 psi or a water test (system being tested filled to at least 10 feet above that system with water), either test holding for at least 15 minutes. **Water- supply** required to be proved water tight under a water pressure not less than the working pressure of the system or by an air test of not less than 50 psi. Water used for testing must be from a potable source. **Back-flow devices** require an initial inspection and test and must be inspected and tested at least annually. These devices are inspected by Third-party inspectors (contact the office for a courtesy list of inspectors or visit the NYSDOH web-site.)

FINAL PLUMBING - DWV fixtures must be filled and prove water tight. Water-supply and Back-flow devices(see above)

FRAMING - When all framing has been completed and prior to the installation of any wall finishes. Inspector will check for fire caulking and/or Fire-rated assemblies.

INSULATION - When insulation and vapor barrier is installed and before wall finishes.
MECHANICAL - Solid fuel burning heating appliances, chimneys, flues or gas vents. ANY of the previous that will be concealed in walls or by finishes must be inspected prior to those walls or finishes being applied or installed. This includes clothing dryer vents.

FINAL - When all work is completed and before any occupancy of building or structure. Electrical, plumbing and fire inspections must also be completed.

NO CERTIFICATE OF OCCUPANCY - Will be issued for any building permit until all required inspections have been completed and work accepted.

TIME LIMITS - Work must begin within 6 (six) months from date of permit issue. Permit expires 1(one) year from date of issue. Failure to schedule any inspections before the expiration date of the permit is a violation of the Village Law. Any violation is subject to the applicable fee.

Fire Inspector, Building Inspector, Code Enforcement Officer, Zoning Administrator and Plumbing Inspector can be reached at 297-5277. Electrical Inspectors are third-party inspectors and are listed on the electrical permit package.

I, _____ , the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful Contractor /Agent of said owner and I understand that is my responsability to call and schedule the inspections required under NYS and Village Laws.

_____
Signature of Owner/Contractor/Agent

_____
Date Signed

— — — — — — — — — — — — — **Zoning Dept. Use:** — — — — — — — — — — — —

_____
[ ] Code Enforcement Officer Approval

_____
Date