

**Village of Pawling Building Permit**

**Phone: 845-855-1128 Fax: 845-855-9317**

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Grid Number \_\_\_\_\_ Watercourse within 100' Yes \_\_\_ No \_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Contractor: (Insurance documents must match contractors name) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**By signing the building permit application, I agree to comply with the following:**

\*Building permits are only valid for 12 months and then must be renewed if the project is not complete in that time.

\*Permitted work shall be required to remain accessible and exposed until inspected and accepted by the Building Inspector.

\*Permit holders shall be required to notify the Building Inspector when construction work is ready for inspection. **All inspections must be scheduled a minimum of 48 hours in advance.**

\*All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Building Inspector shall be notified immediately in the event of charges occurring during construction.

\*It is **illegal** to use / occupy any project without first receiving a Certificate of Occupancy (C.O.) or Certificate of Compliance (C.C.) from the Building Inspector after passing all of the required inspections and complying with the Building Codes.

**\*APPROVED COPY OF PLANS AND INSPECTION SCHEDULE MUST BE ON SITE AT TIME OF OUR INSPECTION.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

**BUILDING PERMIT APPLICATION must be fully completed with required documentation and proof of insurances.**

Must be signed and owner or agent with a submitted letter of agency

**VILLAGE OF PAWLING BUILDING PERMIT**

Required Documentation:

- Flood Insurance Certification (if in a wetland or flood plain)
- Two (2) sets of detailed Construction Drawings – stamped/signed plans as required
- Workman’s Compensation, Disability, and General Liability Certification for Contractors
- Signed and notarized insurance waiver for property owners if applicable
- Site plan / survey
- Completed and signed application by agent or homeowner (Building Permit application)
- Copy of owner’s manual for fuel appliances (furnace, generators, stoves, etc.)
- Completed driveway permits (for new driveways)
- Stormwater Pollution Prevention Plan (SWPPP) and / or erosion control plans (if applicable)
- Health Department / DEP approval for septic if applicable
- Water meter (if applicable)
- Grease trap (if applicable)

Mandated Inspections (as applicable)

- Footings
- Foundation
- Waterproofing and footing drains
- Garage and basement slab
- Framing and plumbing
- Rough electric (Third Party Electrical Inspector)
- Insulation
- Final electric (Third Party Electrical Inspector)
- Final Certificate of Occupancy (C.O.) or Compliance (C.C.) Inspection

**Certification of Liability Insurance, Workers Compensation Insurances, and Disability Benefits Provided:**

New York State law requires an applicant for a Building Permit to submit proof of Insurances. The proof must be on the following forms with the Village of Pawling Listed as the Certificate Holder: Village of Pawling, 9 Memorial Avenue, Pawling NY 12564

<u>For Liability</u>	<u>For Workers Compensation</u>		<u>For Disability</u>
Acord Form	C-105.2	GSI-105.2	DB-120.1
	U-26.3	SI-12	DB-155

These forms will be provided by your Insurance Company. *Be advised that the “ACCORD” forms are not acceptable as proof of Workers Compensation or Disability Coverage.*

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 your local office of the Workers Compensation Board or fill out the form on their Web Site [www.wcb.ny.gov](http://www.wcb.ny.gov)

If you are a homeowner doing your own work on your own house, you may be eligible for exemption from the above requirements. Please use the homeowner’s exemption form BP-1 (12/08).

## Village of Pawling Building Department Commercial Fee Schedule

New Commercial Building	\$1.25 per sq ft + \$250.00 App. & C/O fee
Renovations/Alterations	\$0.65 per sq ft + \$250.00 App. & C/O fee
Roofing	\$0.25 per sq ft + \$250.00 App. & C/O fee
Siding	\$0.25 per sq ft + \$250.00 App. & C/O fee
Fireplace/Pellet Stove	\$300.00 Includes App. & C/O fee
Heating Equipment (boiler/furnace)	\$300.00 Includes App. & C/O fee
Oil Tank Removal/Install (per tank)	\$300.00 Includes App. & C/O fee
Electrical Work	\$180.00 Includes App. & C/O fee
Generators/Solar/HVAC	\$300.00 Includes App. & C/O fee
Pools-In Ground (not including any accessory structures)	\$600.00 Includes App. & C/O fee
Fence	\$280.00 Includes App. & C/O fee
Demolition Permit	\$300.00 Includes App. & C/O fee
Operating Permit	\$250.00
Change of Use/Occupancy	\$175.00
Sign Permit	\$280.00
Sidewalk/Street Closer	\$500.00
Blasting Permit (Per Site – Valid for 3 Months)	\$500.00
Driveway permit	\$250.00
Issuance of Stop Work Order	\$500.00
Lift a Stop Work Order	\$250.00
Failed Building Inspection (3 <sup>rd</sup> re-inspection paid prior to any additional inspections)	\$100.00
Temporary CO (valid for 3 months only)	\$200.00
Permit Renewal	50% of original fee X amount of years expired

Construction prior to  
Building permit issuance                      Double the fee

Municipal Search – Commercial              \$300.00

IF WORK HAS NOT BEGUN WITHIN FIRST SIX (6) MONTHS FROM DATE OF PERMIT ISSUANCE THE PERMIT IS NULL AND VOID.

Building Permits are valid for one (1) year.

# 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><i>Sworn to before me this _____ day of</i></p> <p>_____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
---

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

Approved List of Electrical Underwriter Inspectors for  
The Village of Pawling

Please contact one of the following Inspectors listed below to obtain your Electrical Inspection:

<b>New York Board (NYB)</b> Pat DeCina <a href="mailto:pdecina@msn.com">pdecina@msn.com</a> 5 Robert Lane, Wappingers Falls, NY 12590	<b>845-298-6792</b>
<b>N Y Electrical Inspections &amp; Consulting, LLC</b> John Wierl <a href="mailto:jwier@nyeic.com">jwier@nyeic.com</a> 93 Beattie Avenue, Middletown, NY 10940	<b>845-343-6934</b> 845-343-4834 (fax)
<b>Electrical Underwriters of N.Y., LLC</b> Ernie Ballo, Jr <a href="http://www.eu-ny.com">www.eu-ny.com</a> P.O. Box 4089, New Windsor, NY 12553	<b>845-569-1759</b> 845-496-1398 (fax)
<b>Tri-State Inspection Agency</b> Bob Stambo P.O. Box 1034, Warwick, NY 10990	<b>845-656-9693, 845-986-6514</b> 845-986-0535 fax
<b>Z3 Consultants, Inc</b> Gary E. Beck, Jr <a href="mailto:garybeck@z3consultants.com">garybeck@z3consultants.com</a> 425 Manchester Rd-Suite 10, Poughkeepsie, NY 12603	<b>845-471-9370</b>
<b>Swanson Consulting Inc</b> Joe Swanson <a href="mailto:Joe.Swanson@att.net">Joe.Swanson@att.net</a> P.O. Box 395, Salisbury Mills, NY 12577	<b>845-496-4443</b> 845-496-5160 fax
<b>State Wide Inspection Services (SWIS)</b> Frank Farina <a href="http://www.SWISny.com">www.SWISny.com</a> 8 North Lawn Ave, Elmsford, NY 10523	<b>914-909-4471</b> 914-219-1062 fax © 646-208-2017
<b>All County Electrical Inspection Service, Inc</b> David F. Scism fax <a href="mailto:dscism@hvc.rr.com">dscism@hvc.rr.com</a> 4725 Route 9G, Red Hook, NY 12571	<b>845-757-5916</b> 845-757-5688
<b>Middle Department Inspection Agency, Inc (MDIA)</b> David J. Williams 518-758-7812      Anthony Sibiga 845-985-2594 State Office – 143 Troy Schenectady Rd, Watervliet, NY 12189	<b>800-603-6342</b>
<b>New York Electrical Inspections</b> Tom LeJune      Best Time 7:30am – 8:30am HCR #4, Kelly Corners, NY 12455	<b>845-373-7308</b> 888-693-1693

- ANY TIME **ANY TYPE OF ELECTRICAL WORK** IS DONE ON A PROPERTY AN INSPECTION IS REQUIRED **AND** SO IS A BUILDING PERMIT
- THIS INSPECTION **MUST BE DONE BEFORE** A CERTIFICATE OF OCCUPANCY IS ISSUED **AND** PROOF MUST BE SUBMITTED TO THE BUILDING DEPARTMENT.
- AN INSPECTION IS REQUIRED FOR ALL IN GROUND **OR** ABOVE GROUND POOLS.