



**Village of Pawling
Building Department
9 Memorial Avenue
Pawling, New York 12564**

Telephone (845) 855-1128
Fax (845) 855-9317
www.villageofpawling.org
Email: bldgsecy@villageofpawling.org

**Instructions
for Completing
Building
Permit
Application**

A building permit is needed before any general construction, repair, rehab, gutting, or other work may be done. Project-specific building permit applications may be available. Additional documentation is required for specialized work such as electric or plumbing work which requires a license. Please refer to our website or ask our staff if you have any questions about what permits your project requires.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING:

- An application for a building permit, or any amendment thereto, **must** include information sufficient to enable the code enforcement official to determine that the intended work accords with the requirements of the Codes.
- This application shall be **completed and signed** by the property owner and the applicant, and submitted to the Building Department.
- This application **must** be accompanied by an electronic and paper copy of the following:
 - **Plot/site plan showing:**
 - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property.
 - (b) Existing and proposed drainage, utilities, and other natural features including, but not limited to, wetlands, floodplains and wooded areas, **if applicable**.
 - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features, **if applicable**.
 - **Liability insurance coverage:**
 - (a) For contractors acting in the capacity of a general contractor, \$1,000,000 minimum each occurrence, with the Village of Pawling named as the Certificate holder.
 - (b) For property owners, if there is no contractor participation in the project, proof of insurance must be provided with the level of insurance being contingent upon the project.
 - **Proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law and Disability Law.**
 - (a) Certificate of workers compensation insurance, on either the State approved **C-105.2** form or the **U-26.3** form **AND** certificate of disability insurance, on either the State **DB-120.1** or **DB-155** form **OR**
 - (b) Certificate of workers compensation/disability exemption **CE-200**, site specific.
 - Fees required by the Village Code and as calculated by the building department, shall be paid by check, money order, or cash.
- Work covered by this application shall not commence prior to permit issuance and does not encompass work that would otherwise be required by a building permit.
- Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- Building Department shall be notified (minimum notice – **48 hours** in advance) according to the required schedule of inspections.
- The permit is effective for **one year** from the date of issuance.

IMPORTANT - PLEASE TAKE NOTICE

- ⇒ **ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATIONS OF THE MATERIALS TO BE USED.**
- ⇒ **PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK. EXCEPTIONS TO THIS REQUIREMENT INCLUDE:**
 - New residential construction - 1,500 gross sq. ft. or less
 - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.
 - Buildings for residential **storage** purposes of 144 square feet or less, do not require building permits, but may be subject to local zoning setbacks from buildings/structures and property lines.

MOST other projects DO. Change-of-use projects require a permit.

IF YOU HAVE ANY QUESTIONS - CONTACT THIS OFFICE FOR AN APPOINTMENT

INCOMPLETE APPLICATIONS MAY BE CANCELLED



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Building Permit Application

Application is hereby made to the Village of Pawling Building Department for the issuance of a Building Permit for construction as herein described, pursuant to provisions of the Code of the Village of Pawling. The owner and the applicant hereby agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections.

Project Location:

STREET / ADDRESS

TAX MAP SECTION

BLOCK

LOT

APPLICANT IS: OWNER ARCHITECT/ENGINEER BUILDER/CONTRACTOR OTHER:

APPLICANT:

NAME:

MAILING ADDRESS:

HOME / OFFICE PHONE #:

CELL PHONE #:

EMAIL:

OWNER (IF DIFFERENT THAN APPLICANT):

NAME:

MAILING ADDRESS:

HOME PHONE #:

CELL PHONE #:

EMAIL:

IF OWNER / APPLICANT IS A CORPORATION GIVE THE NAME AND TITLE OF TWO OFFICERS:

Name: Title:

Name: Title:

OCCUPANCY:

CHECK APPROPRIATE BOX(S)

<u>RESIDENTIAL</u>	<u>USE</u>		<u>COMMERCIAL (DESCRIBE)</u>	<u>USE</u>
ONE- & TWO-FAMILY DWELLING	RES	BUSINESS		GROUP B
TOWNHOUSE	RES	MERCANTILE		GROUP M
NON-TRANSIENT DWELLING UNITS	R3	FACTORY		GROUP F
CARE FACILITIES/LODGING HOUSES		STORAGE		GROUP S
TRANSIENT OCCUPANCIES	R1	ASSEMBLY		GROUP A
PERMANENT OCCUPANCIES	R2	INSTITUTIONAL		GROUP I
ADULT RESIDENTIAL CARE		MISCELLANEOUS		GROUP U
(NOT MORE THAN 16 OCCUPANTS)	R4	OTHER		GROUP

NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)

DESCRIBE

COST

CONSTRUCTION OF A NEW STRUCTURE

ADDITION TO EXISTING STRUCTURE

ALTERATION TO EXISTING STRUCTURE

CHANGE OF OCCUPANCY / USE

OTHER (SEE PROPOSED BUILDING INFORMATION SECTION)

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:

CHECK IF OWNER BUILT

NAME	PHASE OF WORK	PHONE	EMAIL

Information on construction documents:

Construction documents shall clearly define the complete scope of the proposed work; shall be of sufficient clarity to indicate the location, nature and extent of the proposed work; shall show in detail that the proposed work will conform to the provisions of the Uniform Code, the Energy Code, and other applicable codes, laws, ordinances, and regulations; and shall include any and all additional information and documentation that may be required by any provision of the Code.

Existing/Proposed Building Information

**Complete Only Those
Items that Apply**

Foundation Type:			
<input type="checkbox"/> Pier	<input type="checkbox"/> Frost Wall	<input type="checkbox"/> Full Foundation Wall	<input type="checkbox"/> Monolithic or Floating Slab
<input type="checkbox"/> Slab			
Foundation Material:			
<input type="checkbox"/> Stone	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Insulated Concrete Forms
<input type="checkbox"/> Other: _____			
Basement Information:			
<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Walk Out	<input type="checkbox"/> Finished	<input type="checkbox"/> Storage
<input type="checkbox"/> Bedrooms		<input type="checkbox"/> Laundry	
Building Construction Type:			
<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Brick	<input type="checkbox"/> Stone
<input type="checkbox"/> Wood		<input type="checkbox"/> Other: _____	
Building Exterior:			
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone	<input type="checkbox"/> Brick	<input type="checkbox"/> Metal
<input type="checkbox"/> Shingles	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Concrete	<input type="checkbox"/> Composition
<input type="checkbox"/> Stucco	<input type="checkbox"/> Other: _____		
Building Roof:			
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone	<input type="checkbox"/> Metal	<input type="checkbox"/> Shingles
<input type="checkbox"/> Rubber		<input type="checkbox"/> Other: _____	
Building Heating & Cooling:			
<input type="checkbox"/> Hot Air	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Electric	<input type="checkbox"/> Oil
<input type="checkbox"/> Gas	<input type="checkbox"/> Radiant	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Central Air	<input type="checkbox"/> Other: _____	
Water Supply:			
<input type="checkbox"/> Public	<input type="checkbox"/> Individual	Type:	<input type="checkbox"/> Drilled
		<input type="checkbox"/> Surface Water	<input type="checkbox"/> Well Point
		<input type="checkbox"/> Spring	<input type="checkbox"/> Dug Wells
		<input type="checkbox"/> Shore Wells	
Sewage:			
<input type="checkbox"/> Public	<input type="checkbox"/> Holding Tank Size: _____ Gallons	<input type="checkbox"/> Septic Tank	_____ Gallons
Number of Trenches _____	Width of Trenches _____	Length of Trenches _____	
Percolation Rate _____ Min/Inch	Depth to Boundary Layer or water table _____		
Additional: (Write number or value of each or N/A for not applicable)			
Square Feet of: _____	Basement: _____	1st Floor: _____	2nd Floor: _____
3rd Floor: _____	Bedrooms: _____	Rooms: _____	Full Bathrooms: _____
Half Bathrooms: _____	Fireplaces: _____	Solar Panels: _____	Kitchens: _____
Pools: _____			

Proposed Building Information: (Complete all that apply)

☐ New Structure ☐ Addition ☐ Alteration ☐ Renovation ☐ Repair ☐ Foundation
☐ Reroofing ☐ Attached Garage ☐ Detached Garage ☐ Deck ☐ Sign ☐ Fence
☐ Open Porch ☐ Covered Porch ☐ Enclosed Porch ☐ Pool Fence ☐ Above Ground Pool
☐ In Ground Pool ☐ Other: _____

Manufacturer's Installation Instructions.

Manufacturer's installation instructions, as required by any applicable provision of the Uniform Code or by any applicable provision of the Energy Code, shall be available on the job site at the time of inspection.

The construction documents submitted with the application for a building permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for building permit is for alteration or repair or where otherwise warranted. Attach approved site plan, if applicable.

PLOT DIAGRAM: LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAME(S) AND SHOW SETBACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES. (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED).

Rules and Acknowledgments

All work shall conform to the Code of the Village of Pawling, and must be completed within 12 months of the date of the building permit issuance, or a new permit shall be obtained by the Applicant.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Village Zoning Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit is granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF APPLICANT _____ DATE: _____

SIGNATURE OF PROPERTY OWNER _____ DATE: _____

FOR STAFF USE ONLY:	
DATE/TIME APPLIED _____	RECEIVED BY _____
ZONING OFFICER APPROVAL _____	BUILDING DEPARTMENT _____
DATE ISSUED/DENIED _____	EXPIRATION DATE _____
Notes: _____	

