

## **NOTICE TO APPLICANTS**

Starting on March 1, 2010 a new procedural policy was put into effect requiring the filing of permit applications to be made at one time.

The main permit application shall be the **BUILDING PERMIT APPLICATION (FORM 3620-BP)**. All additional permit applications, when required, shall be filed with the Building Permit Application.

To expedite this process property owners, as of right, may file all permit applications, supporting documentation and fees. Contractors or agents may be authorized to do the same by using the Contractor or Agent Authorizing Affidavit (FORM 3620-CA).



**BUILDING PERMIT APPLICATION**  
CITY OF POUGHKEEPSIE, COUNTY OF DUTCHESS, NEW YORK

Application **#20**  
**ID#**  
**BLDP**      **BLAP**

The undersigned hereby applies for a permit to perform the work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and often requires previous approvals of other agencies which must be included with the application. All provisions of the City of Poughkeepsie and all other relevant rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

**OWNER / APPLICANT:**

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_

**BUILDER / CONTRACTOR:**

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_

**WORK SITE / LOCATION:**

Road (check one):     Public     Private

**PROJECT:**

(Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Deck/Porch  |
| <input type="checkbox"/> Repair to Existing Structure                       | <input type="checkbox"/> Noncommercial Storage Building (shed)                           |
| <input type="checkbox"/> Addition to Existing Building                      | <input type="checkbox"/> Garage, Attached  |
| <input type="checkbox"/> Conversion - Change in Use/Occupancy               | <input type="checkbox"/> Garage, Detached  |
| <input type="checkbox"/> Construction of New Building                       | <input type="checkbox"/> Pool - Above Ground:    size _____                              |
| <input type="checkbox"/> Factory Manufactured Home                          | <input type="checkbox"/> Pool - In-Ground:        size _____                             |
| <input type="checkbox"/> *Demolition  | <input type="checkbox"/> *Fuel Storage Tank or Gas Piping, Installation/Replacement of   |
| <input type="checkbox"/> *Electrical Work, Installation/Extension/Repair of | <input type="checkbox"/> *Solid Fuel Heating Device (fireplace, woodstove, pellet stove) |
| <input type="checkbox"/> *Plumbing Work, Installation/Replacement/Repair of | <input type="checkbox"/> *Commercial Cooking Equipment, Installation/Replacement of      |
| <input type="checkbox"/> *HVAC Work, Installation/Replacement of            | <input type="checkbox"/> *Sign   |
| <input type="checkbox"/> *Alarm System, Installation/Replacement of         | <input type="checkbox"/> Other: _____  |

**\*Requires additional permit applications or information forms at time of filing this application.**

Proposed Setback Minimums:    Front Line: \_\_\_\_\_    Rear Line: \_\_\_\_\_    Left Side: \_\_\_\_\_    Right Side: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_    No. of Bathrooms: \_\_\_\_\_    Number of Dwelling Units: \_\_\_\_\_    Finished Basement? \_\_\_\_\_

Road Frontage (feet): \_\_\_\_\_    Lot Area (sq.ft.): \_\_\_\_\_    Size of Structure (dimensions): \_\_\_\_\_

Height: \_\_\_\_\_    Number of Stories: \_\_\_\_\_    **Total Square Footage of Work Area:** \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> PLANNING BOARD APPROVAL | <input type="checkbox"/> <b>TWO (2) SETS OF PLANS AND SPECIFICATIONS</b> |
| <input type="checkbox"/> ZONING BOARD VARIANCE   | <input type="checkbox"/> <b>INSURANCE / WORKERS COMPENSATION</b>         |

**ESTIMATED VALUE OF PROJECT:** \_\_\_\_\_      **TOTAL FEE:** \_\_\_\_\_

The undersigned applicant is responsible to notify the City and hereby consents by the execution of this application to all necessary inspections to be made by the Building/Zoning, Plumbing/HVAC and Fire Departments of the CITY OF POUGHKEEPSIE. It is the responsibility of the applicant and design professional to contact the appropriate department and to supervise and certify that all work changed from the original plans is appropriately recorded and approved. The assigned inspector shall be notified for purposes of inspection, at least one (1) business day in advance of the desired date and time of inspection. No further work is to be commenced before approval of each stage. It is understood that authorization is hereby given for inspectors to enter the premises for purposes of inspection any time prior to the issuance of the Certificate of Occupancy or Compliance.

Signature of Owner, Contractor or Agent (contractor or agent requires authorizing affidavit from owner.) \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Zoning Approval	Fire Approval	Plumbing/HVAC Approval	Building Approval
Date	Date	Date	Date
<b>Zoning District:</b> _____	<b>Occupancy Classification:</b> _____		

## APPLICATION INSTRUCTIONS

The application shall be completely filled in using an ink pen or typed. Except for signatures, all writing shall be in print.

**Owner / Applicant:** Fill in the name, mailing address and key phone numbers of the owner or the applicant acting as an agent for the owner.

**Builder / Contractor:** Fill in the name, mailing address and key phone numbers of the Prime Builder or General Contractor for the project. For listing other contractors or sub-contractors fill out and include the "Contractors Information Form" and include with the Building Permit Application.

**Work Site / Location:** Fill in the street address where the project is located. It may be necessary for some projects to fill out and include the Dutchess County E-911 addressing form with the Building Permit Application.

**Project:** Fill in a short concise description of the project. Examples: Kitchen Renovation; New Rear Deck; Finished Basement; New 1-Family Home; Central Air-Conditioning, etc. Details and further description of the project shall be made part of the plans and specifications.

Below the project line there are items to be checked off indicating the project may involve different types of work.

- Example #1: For a kitchen renovation you may check off Alteration, Electrical Work, Plumbing Work, etc.
- Example #2: For a new rear deck you may check off Addition to Existing Building, Deck/Porch, etc.
- Example #3: For a new home or major renovation you may check off Alteration, Repair, Conversion, Demolition, Electrical Work, Plumbing Work, HVAC Work, Alarm System, Fuel Storage Tank or Gas Piping, etc.
- Note: The term HVAC stands for Heating, Ventilation and Air-conditioning.

**Proposed Setback Minimums:** Fill in the shortest dimension the proposed project is to each front, rear, left and right property lines. On certain projects it may be necessary to submit a plot plan or survey drawn to scale containing all the appropriate information to verify compliance.

Fill in the total number of existing bedrooms, bathrooms and dwelling units together with any that are proposed. Indicate (Yes or No) if any of these are located in a finished basement.

Fill in the total length of road frontage in feet. Fill in the total lot or property area in square feet. Fill in the general dimensions (length x width) of the structure or building in feet. Fill in the height of the structure or building in feet and in stories.

**Total square footage of work area:** Fill in the total area of the rooms or floors where the proposed work is being performed.

Check whether a Planning Board Approval (Site Plan and/or Special Use) was obtained for the project. Provide a copy of the approval.

Check whether a Zoning Board Variance (Area and/or Use Variance) was obtained for the project. Provide a copy of the variance.

**Plans & Specifications:** Check that a minimum of two (2) sets of plans and specifications are submitted with the application. Plans and specifications shall bear the signature of the person responsible for the design and drawings, and where required by §7307 of the Education Law of the State of New York, the seal of a licensed architect or a professional engineer. The Building Inspector may waive the requirement for filing plans and specifications for minor alterations.

Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the Building Department and approval received from the Building Inspector prior to the commencement of such change of work.

**Insurance:** Check that the appropriate form of Workers Compensation Insurance or exemption is provided with the application. Please take note that "Acord" forms are not acceptable proof of Worker's Compensation coverage. The City of Poughkeepsie shall be named as a certificate holder.

- For contractors with Workers' Compensation: Forms U26.3, C105.2 (rev.9/07), or GSI 105.2.
- For contractors not required to carry Worker's Compensation: Form CE-200. Refer to [www.wcb.state.ny.us](http://www.wcb.state.ny.us) or the local service center located at 1 Civic Center Plaza or call (866) 750-5157.
- For owner/occupied 1-4 family homes: Form BP-1.

**Estimated Value of Project:** Fill in the total value of the project. This must include provisions for materials and labor.

**Fee:** This is the fee required for the building permit application. It does not include fees associated with other permits which may be required to be submitted in conjunction with the building permit. Example: Electrical Permit, Plumbing Permit, Heating Permit, Alarm Permit, etc.

**Signature:** The signature of the owner. If a contractor or agent signs as the applicant, an authorizing affidavit from the owner will be required.



**CONTRACTOR INFORMATION**  
CITY OF POUGHKEEPSIE, COUNTY OF DUTCHESS, NEW YORK

Application **#20**  
**ID#**

**WORK SITE / LOCATION:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**HVAC CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ALARM CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SPRINKLER CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**OTHER:**

\_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Contractor/Agent (contractor or agent requires authorizing affidavit from owner.)

\_\_\_\_\_  
Date



# **FEE SCHEDULE**

## **CITY OF POUGHKEEPSIE BUILDING DEPARTMENT**

(Revised September 3, 2008)

<b>Type of Work or Service</b>	<b>Fee</b>
<b>Minimum Fee:</b>	\$50.00
<b>Residential (One &amp; Two Family):</b> New Construction, Reconstruction, Reconfiguration, Additions, Decks, etc.  * Alterations, Renovations & Repairs	\$50.00 plus \$0.40/sq ft  * \$50.00 plus \$0.25/sq ft
<b>Commercial &amp; Multifamily:</b> New Construction, Reconstruction, Reconfiguration, Additions, Decks, etc.  * Alterations, Renovations & Repairs	\$50.00 plus \$0.50/sq ft  * \$50.00 plus \$0.35/sq ft
<b>Pools (One &amp; Two Family):</b> Commercial & Multifamily:	\$100.00 (above ground or in-ground) \$125.00
<b>WORK STARTED BEFORE THE ISSUANCE OF A PERMIT</b>	<b>ADD \$100.00 TO CALCULATED FEE OR DOUBLE THE FEE (WHICHEVER IS LARGER)</b>
<b>Plan review:</b> (Prior to formal permit application or for revisions or amendments to a permit.)	\$50.00/hr
<b>Renewal of active Building Permit:</b> (expired permits require new application)	25% of original fee but not less than \$50.00
<b>Electrical Permit:</b> (Work associated with a Building Permit)  (Electrical work only – no other permit)	Add \$25.00  \$50.00
<b>C.O. &amp; Violation Search:</b>	\$75.00 (One & Two Family) \$100.00 (Commercial & Multi-family)
<b>Demolition:</b>	\$0.10/sq.ft. but not less than \$50.00
<b>Relocation of a Building on another lot:</b>	\$300.00
<b>Change of use permit (review)</b>	\$25.00
<b>Driveway Permit</b>	\$25.00
<b>Fence Permit</b>	\$25.00
<b>Sign Permit</b>	\$100.00

# Contractor or Agent Authorizing Affidavit

To: City of Poughkeepsie Building Department

From: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, attest that I am the owner of the property located at \_\_\_\_\_ in the City of Poughkeepsie, New York and I hereby authorize \_\_\_\_\_ (licensed contractor) to file the following documents including, if any, all supporting documentation and fees as required to make a complete application to the Building and Zoning Department of the City of Poughkeepsie.

(Initial the appropriate boxes.)

- Building Permit Application**
- Electrical Permit Application**
- Plumbing Permit Application**
- HVAC #1 Permit Application**
- HVAC #2 Permit Application**
- Water Connection Permit Application**
- Utility Permit Application**

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(Property Owner's Signature)