

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).



DEMOLITION INFORMATION

CITY OF POUGHKEEPSIE, COUNTY OF DUTCHESS, NEW YORK

ID# _____

TO BE ATTACH TO BUILDING PERMIT APPLICATION

The undersigned hereby applies for a permit to perform demolition 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 is required to be filed with an appropriate Building Permit 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.

WORK SITE / LOCATION: _____

DEMO. CONTRACTOR: _____

ADDRESS: _____

PHONE: _____

MATERIAL HAULER: _____

ADDRESS: _____

PHONE: _____

REQUIRED SUBMITTALS:

- SITE PLAN** – A plan or survey of the property showing the location of the demolition and dumpsters. Show the means of protecting the public way and adjacent properties in compliance with Part 23 of Title 12 from the Department of Labor. Show SOIL & EROSION CONTROL details. All disturbed areas are to be seeded and hayed.
- ALL TAXES PAID** – An application to demolish a building or other structure shall be accompanied by a tax search showing that all current taxes and water rents and tax and assessment liens have been paid.
- PROOF OF INSURANCE** – Public liability and owner's and contractor's protective insurance in an amount not less than one hundred thousand dollars (\$100,000.) for injuries, including wrongful death, to any one (1) person and subject to the same limit for each person and an amount not less than three hundred thousand dollars (\$300,000.) on account of one (1) accident and property damage insurance in an amount not less than twenty five thousand dollars (\$25,000.) for each accident and for an aggregate limit of not less than fifty thousand dollars (\$50,000.).
- WORKMAN COMPENSATION** – Proof of workers compensation insurance needs to be submitted by the contractor.
- PEST INSPECTION CERTIFICATION** – The applicant shall provide evidence that the building or other structure has been inspected and is free from insect, vermin or rodent infestation, harborage or breeding areas.
- ASBESTOS SURVEY and REMOVAL CERTIFICATION** – For buildings, except ones where the construction was begun on or after January 1, 1974, and except for agricultural buildings as defined in New York State Labor Law, the applicant shall provide a copy of an asbestos survey conducted by a licensed asbestos contractor and proof of completion of asbestos remedial work, if necessary, by a licensed asbestos contractor. **For details regarding asbestos removal call NYS DOL at (518) 457-2072 or go to website http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_ASBESTOS.shtm**

UTILITIES DISCONNECTION: Prior to the demolition permit being issued, the Plumbing Inspector shall certify to the Building Inspector that the water source is disconnected from the main, the sewer lateral is properly disconnected from the building, that the water meter has been removed, and confirmation from Central Hudson that the gas service has been removed and the electric has been terminated. Where applicable, the Fire Inspector shall determine that all flammable and hazardous products have been properly removed from the building.

Utility:	Completed:	If "No" checked, reason why:	Sign-off:
Water Source	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Sewer Lateral	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Water Meter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Gas Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Electric Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Hazardous Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Signature of Owner/Contractor/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

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**

(Property Owner's Signature)