



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE

62 CIVIC CENTER PLAZA, 2ND FLOOR

POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

BUILDING PERMIT REQUIREMENTS

BUILDING PERMIT APPLICATION – all applications must be on 8 1/2” x 14” legal paper.

CONSTRUCTION DRAWINGS – Submit two (2) sets of plans and specifications. We prefer drawings no larger than 24”x 36” at a scale of 1/4” per foot. The plans and specifications for a building permit shall provide sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and shall be rolled, not folded. A floor plan of each floor showing all doors sizes, windows sizes, identify egress windows, % of light, ventilation and ceiling height in each room, walls, fire separations, stairs, dimension of rooms and building, kitchen, and bathroom fixtures, label use of rooms, smoke detectors, carbon monoxide detectors and heating equipment. Stair construction/geometry and protection (with handrail/guardrail details). Show a section view of the wall construction and fire separation construction. Identify on the plans new and existing construction.

Submit two (2) sets of plans and specifications bearing the signature of a NYS Professional Engineer or NYS Registered Architect for all alterations totaling \$20,000 or more.

ENERGY CODE COMPLIANCE – Show type and location of heat producing equipment, heat loss calculations, method of compliance, R-Values for the walls, ceilings, floors, windows and doors.

WORKERS’ COMPENSATION: Proof of insurance must be submitted from the contractor at the time of application. **Acord Forms are not acceptable as proof of Workers Compensation Insurance**, please use the C105 or the U23 form. City of Poughkeepsie, 62 Civic Center Plaza, Poughkeepsie, NY 12601, must be the certificate holder.

OR WORKERS’ COMPENSATION EXEMPT FORM (CE-200) – City of Poughkeepsie listed as certificate holder with the job location address.

Some projects may require Site Plan approval from the Planning Board.

Electrical Permits must be submitted with the 3rd party application form.