

"The Heart of the Park... Where the Eagle Soars" www.shandaken.us

Supervisor: (845) 688-7165 Police: (845) 688-9902 Town Clerk: (845) 688-5004 Justice Court: (845) 688-5005

Assessor: (845) 688-5003 Assessor Fax: (845) 688-5708

ZBA/ZEO/Planning: (845) 688–5008 Highway: (845) 688-9901

Fax: (845) 688-2041

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

BUILDING PERMIT APPLICATION AND INSTRUCTIONS

All Permit Applications:

All applications must be returned to the above address, fully completed and on the original forms. Failure to do so may result in a delay.

Application for Building Permits:

The primary applicant is the LAND-OWNER. A secondary applicant may apply, but **must** show proof that they are making the application with the authorization of the owner. The owner **must** sign the application. If the owner does not reside locally, they must provide a notarized letter of authorization, to be submitted as part of the application package. The owner's mailing address must be provided if it is different from the location address. Two (2) sets of construction documents must accompany the application. Construction documents must indicate with sufficient clarity and detail the proposed project, extent of the work to be performed, location of the work on the property, and the estimated cost of the job (this requires a copy of the contractors' job estimate.)

The proposed work must comply with the Town of Shandaken's Zoning Code, New York State Uniform Code and the State Energy Conservation Construction Code.

Proof of Liability Insurance and Workers Compensation Insurance must be submitted with the application. If you are claiming to be exempt from carrying Workers Compensation Insurance then you must attach a copy of the New York State CE-200 form with a valid certificate number. This form may be found at wcb.ny.gov. A worksheet for calculating the fee for the building permit is attached. This fee is due upon receipt of the application. You may pay by cash, a check payable to: Town of Shandaken, or credit cards are accepted at the Town Clerks office.

All necessary inspections require **YOU** to notify the Building Inspector forty-eight (48) hours in advance. Once the job is complete, **YOU** must notify this department for a final inspection and to obtain the Certificate of Occupancy or Compliance. The following are items which require inspections:

Pre-construction site inspection; excavation for footings (prior to concrete placement;) foundation walls (prior to concrete placement if applicable;) waterproofing/drainage; framing with windows and doors before mechanicals; mechanicals (plumbing, HVAC, gas, electrical;) insulation including vapor barrier; final inspection.

Failure to notify this office for any of the above inspections may result in revocation of permit, legal action, and refusal to issue Certificate(s.)

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Town of Shandaken Building Department Fees WORK STARTED WITHOUT A PERMIT IS SUBJECT TO A \$300 FINE

Effective April 2025

New Commercial and Residential Construction

.50¢ p/sqft plus the Certificate Fee
.55¢ p/sqft plus the Certificate Fee
.50¢ p/sqft plus the Certificate Fee
\$225 plus foundation cost
includes Certificate of Occupancy
\$75 includes Certificate of Compliance
\$100 includes Certificate of Compliance
\$100 includes Certificate of Compliance
\$25 plus the Certificate Fee
\$50 includes Certificate of Compliance
\$50
\$25
\$30

Renovations to Existing Structures

fee is calculated based on Total Valuation of Construction

\$0 - \$2,000	\$35 plus the Certificate Fee
\$2,001 - \$25,000	\$35 for the first \$2,000 plus \$5 for each additional
	\$1,000 up to and including \$25,000. Plus, the
	Certificate Fee
\$25,001 - \$50,000	\$150 for the first \$25,000 plus \$4 for each
	additional \$1,000 up to and including \$50,000.
	Plus, the Certificate Fee
Over \$50,000	\$250 for the first \$50,000 plus \$5 for each
	additional \$1,000. Plus, the Certificate Fee

We accept cash or checks payable to <u>Town of Shandaken</u>. Debit and credit card payments are accepted by the Town Clerks office.

** FEES ARE NON-REFUNDABLE**

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Estimated Cost of Project:

Property Information	on:				
Number and Street A	Address:				_
Section:	Block:	Lot:	Zoning District:		
Is the property loca	ted in a flood	zone? []Yes] No		
If yes, a completed Fl	lood Plain Deve	lopment Permit ap	plication must be submitted	with this application.	
					•••••
Owner Information	<u>:</u>				
Owner(s) Name:					
Mailing Address:					
Contact Number(s):	(Home)		(Cell)		
Email address:					
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Contractors and/or	Engineer Info	ormation:			
Name and/or DBA:					
Mailing Address:					
Contact Person:					
Contact Number(s):			Fax:		
Email address:					
<><><><>	<><><>	<><><><	><><><><>	><><><><	:><>>
Name and/or DBA:					
Mailing Address:					
Contact Person:					
Contact Number(s):			Fax:		
Email address:					

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Project Details:

The plans for the work to be performed must accompany this application and show compliance with the applicable sections of the New York State Building Codes, the New York State Energy Codes, and the Town of Shandaken Zoning Codes. Some plans may be required to be stamped by a NYS licensed architect or engineer.

Scope of Work:				
Existing use and occupancy:				
Proposed use and occupancy:				
Dimensions of existing structure:	Front	Rear	Depth	Height
Setbacks of existing structure:	Front	Rear	Depth	Height
Dimensions of proposed structure:	Front	Rear	Depth	Height
Setbacks of proposed structure:	Front	Rear	Depth	Height
Type of Project:				
[] New Building [] Addition [] Alteration	[] Repair/Re	placement []	Relocation [] Generator
[] Fence [] Sign [] Solar Pa	anels [] O	il Tank [] Ro	oofing [] Alte	rnative Heating Appliance
[] Appliance (Heating, AC, Hot Wat	ter etc.) []O	ther		
If an addition is being constructed	, it will be us	ed as: (check a	all that apply)	
[] Family Room [] Living Room	[] Dining Ro	om [] Kitcher	n [] Bedroom	[]Office []Den
[] Sun Room [] Full Bathroom [] Half Bathro	oom [] Other	r	
Deck/Porch: [] Open [] Cove	ered [] Enc	losed []So	reened [] Otl	her
Basement: [] Full [] Pa	artial []	Crawl [] Piers []	Slab
Garage: [] Attached [] D	etached			
Type of Construction: [] Stick Built	t [] Modula	r [] Mobile	e [] Other_	
Utilities: [] Electric [] Gas []	Oil [] Solar	[] Geothern	nal [] Wind [Tidal [] Other

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Plot Plan:

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of man-made features (i.e.: buildings, driveways, walls and fencing) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are.

List of items required to be shown on the Plot Plan:

- 1. Name and site address
- 2. Property lines (boundaries) with dimensions
- 3. The exterior dimensions of existing and proposed buildings, additions and structures with distances to property lines
- 4. The distance from the curb to the property line
- 5. The distance from the centerline of the street to the property line
- 6. Show all setbacks (front, sides and rear)
- 7. North arrow scale

Description of Project:				

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The Building Department must be notified at least forty-eight (48) hours in advance to schedule inspections. You may contact us at (845) 688-5008 Monday thru Friday from 9am – 3pm. Depending on the work being done, more than one (1) inspection may be necessary. This is especially true for internal work, which will be covered from visual inspection by additional work (i.e., electrical, insulation, and plumbing.)

You should not proceed to the next step of construction if internal inspections have not been completed. Otherwise, work may need to be removed at the owners/contractors' expense so that an internal inspection may be completed.

The owner(s) hereby agrees to allow the Building Inspector to inspect the sufficiency of the work being done, pursuant to this permit, provided however that such inspections are limited to the work being done in relation to the permit and any other non-work related violations which are readily discernable from such inspections.

New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a current valid Worker's Compensation and Disability Insurance Certificate or Certificate of Exemption is attached to this application. More information may be found at the NYS Worker's Compensation's website at: www.wcb.ny.gov.

If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued. Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos and lead abatement procedures. This permit does not include any privilege of encroachment in, over, under or upon any street, right-of-way, or required yard setbacks. The Building Permit must be displayed so as to be visible from the street nearest to the location of the work being done. the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made on this application are true. _____Date: ___ Signature: __ Office Use Only Date Recd: _____ Recd By: _____ Application Fee: ____ []paid Is application complete? [] Yes [] No Documentation Needed: _____ Date Reviewed by ZEO: ______ Special Approval Needed by: [] Planning Board [] Zoning Board of Appeals [] FP Dev Permit Required []None

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Zoning Enforcement Officer

Application meets all requirements of the Town of Shandaken Zoning Code ___

Date Reviewed by CEO: Additional Documents Required:

_____ Permit #: __

Permit Issued: ___