

TOWN OF NORTH EAST - BUILDING DEPARTMENT

Maple Avenue - P.O. Box 516 Millerton, NY 12546

Tel 518- 789-3659 Fax 518-789-3399

Application for Building Permit

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

Building Permit # \_\_\_\_\_

Tax Grid # \_\_\_\_\_

Owner \_\_\_\_\_ Tel.Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contractor \_\_\_\_\_ Tel.Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Construction Located At \_\_\_\_\_ Lot# \_\_\_\_\_ Zoning District \_\_\_\_\_

Name of Subdivision \_\_\_\_\_ Estimated Value of Construction \_\_\_\_\_

Number of feet from the front lot line to building \_\_\_\_\_ Number of feet in height of the building \_\_\_\_\_

Number of feet from the side lot line to building \_\_\_\_\_ Number of feet from the other side lot line to building \_\_\_\_\_

Number of feet from the side lot line to building \_\_\_\_\_ Construction Classification \_\_\_\_\_

Classification of Occupancy \_\_\_\_\_ Located within 100-year flood plain \_\_\_\_\_

Description of work: \_\_\_\_\_

Type of Construction: New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Conversion \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Garage or Shed \_\_\_\_\_ Demolition \_\_\_\_\_

Deck or Porch \_\_\_\_\_ Wood Stove \_\_\_\_\_

Swimming Pool \_\_\_\_\_

APPLICANT AGREES NOT TO OCCUPY THIS STRUCTURE UNTIL A CERTIFICATE OF OCCUPANCY (C.O.) HAS BEEN ISSUED FOR SAME UPON COMPLETION THEREOF. IN COMPLIANCE HEREWITH, SAID PROPERTY SHALL BE USED FOR THE FOLLOWING PURPOSE AND NO OTHER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (OWNER)

\_\_\_\_\_  
SIGNATURE (CONTRACTOR)

Mail Application To: TOWN OF NORTH EAST - BUILDING DEPARTMENT Checks Payable To: Town of North East  
Maple Avenue - P.O. Box 516 Millerton, NY 12546

(Office Use)  
Chargeable footage: \_\_\_\_\_ sqft. FEE\$ \_\_\_\_\_ Received Date \_\_\_\_\_ 2000  
FEE\$ \_\_\_\_\_ Received Date \_\_\_\_\_ 2000

Authorization to begin construction, \_\_\_\_\_ Building Inspector Signature \_\_\_\_\_ Date Issued \_\_\_\_\_ for a period of one year.

Please add a \$25.00 review fee.

### Regulations for Obtaining a Building Permit:

- Fill out application completely.
- Fees are as follows:
  1. \$25.00 for the first \$1,000.00 of anticipated work.
  2. \$4.00 for each additional \$1,000.00.
- **Submit Plot Plan and drawing (Drawing must be submitted by an Architect if work is anticipated to be more than \$20,000.)**
- **Plot Plan should include the following:**
  1. Shape of lot with dimensions
  2. Location and size of proposed addition on lot: (Shed, pool, deck, etc.)
  3. Location of road and driveway.
  4. Setbacks from proposal to side line, rear line, and right-of-way of road.
  5. If addition, please indicate the use of (i.e. family room, bedroom, garage etc.)

### **Please include the following with your application:**

1. Two (2) sets of blueprints detailing proposed construction
2. Copy of Land Survey
  - a. Indicate on survey location(s) and dimensions of all existing and / or proposed buildings
  - b. Indicate on survey locations and dimensions of water supply and sewage facilities.
3. Contractors proof of insurance
4. Letter of authorization is required.

The Department of Health will require the submission of plans and specifications prepared by a Licensed Professional Engineer prior to the approval of any sewerage and water facilities. The Town of North East Building Department will submit San-34 form to Dutchess County Dept. of Health. The Health Department will release the form to the Building Department with approval for a Building Permit.