

**Village of Fishkill**  
 1095 Main Street ~ Fishkill, New York 12524  
**Building & Zoning Department**  
*\ Zoning Enforcement Officer*  
*\ Building Code Inspector*  
*\ Fire Code Inspector*  
 Office: 845.897.4430 ~ Fax: 845.896.4656

**BUILDING PERMIT APPLICATION**

The undersigned hereby applies for a permit to completely perform work within one year from date of issuance in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on permit. The permit must be filled out completely and often requires the previous approval of other agencies which must be included with application. All provisions of Title 9 NYCRR N.Y. State Uniform Fire Prevention and Building Code, Village of Fishkill, local law and all other appropriate rules and regulations shall apply. The building permit does not constitute authority to build in violation of any federal, state or local laws

Grid # \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_ Zoning District: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Daytime telephone number: \_\_\_\_\_  
Location of subject property: \_\_\_\_\_

Does Project require Board approval? \_\_\_ YES \_\_\_ NO If yes which Board? \_\_\_\_\_  
Date Granted: \_\_\_\_\_

Is the property currently in the applicant's name? \_\_\_\_\_  
(If the answer is no, consent of authorization to act is required)

**Nature of Proposed Work**

New Construction of \_\_\_\_\_ Principal Building or \_\_\_\_\_ Accessory Structure

Addition to \_\_\_\_\_ Principal Building or \_\_\_\_\_ Accessory Structure

Demolition of Structure – type: \_\_\_\_\_

Renovation/Conversion of \_\_\_\_\_ Principal Building or \_\_\_\_\_ Accessory Structure

Size of proposed construction: \_\_\_\_\_ sq. ft.

Setbacks: Front \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Side \_\_\_\_\_ ft.

Height: \_\_\_\_\_ ft. Number of Stories: \_\_\_\_\_

Nature of use of proposed work: \_\_\_\_\_

Architect or Engineer of Record: \_\_\_\_\_

Address and Telephone: \_\_\_\_\_

Prime Contractor/Builder: \_\_\_\_\_

Address and Telephone: \_\_\_\_\_

**Site Information**

Is the lot a pre-existing, non-conforming lot? \_\_\_\_\_

Describe non-conformity \_\_\_\_\_

Is the site within the flood plain? \_\_\_\_\_

Is the site within a protected wetland? \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

The undersigned is responsible to notify the Village and hereby consents by the execution of this application to all necessary inspections to be made by the Building and Zoning Department of the Village of Fishkill. It is the responsibility of the applicant and design professional to contact the Building Department and supervise, certify all work changed from the original plans to be appropriately recorded and approved.  
The Building Inspector shall be notified for the purposes of inspections in accordance with the enclosed document entitled "Required Inspections For Building Permits" . No further work is to commence before approval of each stage. It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator to enter premises for the purposes of any inspection any time prior to the issuance of the Certificate of Occupancy.

Signature of Applicant: \_\_\_\_\_

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

Fee paid: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied - Reason: \_\_\_\_\_

Building Inspector \_\_\_\_\_

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## **REQUIREMENTS FOR A BUILDING PERMIT**

The following items are required to be submitted with an application for a building permit:

- ✂ Building Permit Application
- ✂ Plot Plan (survey) drawn to scale with existing & proposed structures, illustrating setback distances from property lines, wetlands, flood plains etc.
- ✂ Statement of use (for land & structures)
- ✂ Description of Proposed Work
- ✂ ◀ Copies of Plans (stamped by a licensed Architect or Engineer as per State Education Law section 7209)
- ✂ Certificate of Insurance(Workers Comp & Gen Lia) naming the Municipality as additional insured
- ✂ Energy Code Worksheet or certification of compliance by licensed professional
- ✂ Letter of Authorization for anyone signing an application other than the property owner
- ✂ Building Permit Fee
- ✂ Proof of Workers' Compensation & Disability Insurance

\*\*\*NO WORK MAY COMMENCE BEFORE A BUILDING PERMIT HAS BEEN ISSUED.

\*\*\*TO USE AND OCCUPY THE PREMISES, THE APPLICANT MUST APPLY FOR A CERTIFICATE OF OCCUPANCY.

\*\*\*BUILDING PERMITS EXPIRE 12 MONTHS FROM DATE OF ISSUE, THE PERMIT MUST BE RENEWED IF THE WORK IS NOT COMPLETE.

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**AFFIDAVIT OF FINAL COST OF CONSTRUCTION**  
**APPLICATION FOR CERTIFICATE OF OCCUPANCY - CERTIFICATE OF**  
**COMPLIANCE**

BUILDING PERMIT \_\_\_\_\_

LOCATION: \_\_\_\_\_

SUBDIVISION LOCATION \_\_\_\_\_

TAX MAP NO \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

**AFFIDAVIT OF FINAL COST OF CONSTRUCTION**

\_\_\_\_\_, BEING DULY SWORN,  
DEPOSES AND SAYS: THAT HE/SHE IS THE OWNER (OR REPRESENTATIVE OF THE OWNER)  
NAMED IN THE APPLICATION FOR ZONING AND BUILDING PERMIT NUMBER  
\_\_\_\_\_ AND DATED \_\_\_\_\_, \_\_\_\_\_ RELATING TO CONSTRUCTION OR OTHER  
WORK PERFORMED ON, OR IN CONNECTION WITH, THE PREMISES LOCATED AS INDICATED  
ABOVE, AND THAT THE ESTIMATED COST STATED IN SAID APPLICATION OF THE  
CONSTRUCTION OR OTHER WORK DESCRIBED THEREIN WAS  
\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_);  
THAT THE ACTUAL FINAL COST OF SUCH CONSTRUCTION OR OTHER WORK WAS  
\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_).

**APPLICATION FOR CERTIFICATE OF OCCUPANCY - CERTIFICATE OF COMPLIANCE**

APPLICATION IS HEREBY MADE FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY –  
CERTIFICATE OF COMPLIANCE FOR THE PREMISES AS INDICATED ABOVE.

Applicant states that he/she has examined the approved plans and, that to the best of his/her  
knowledge and belief, the structure has been erected in accordance therewith and in accordance with all  
applicable provisions of law, including the Village of Fishkill Zoning Law.

Applicant states that he/she has filed with the building department a final copy of a Certificate of  
Approval from an Electrical Inspection Agency , a signed NFPA Fire Alarm and or Fire Sprinkler Test  
Report if applicable

Applicant further states that he/she is the: [check one]  
 OWNER  
 Representative Of Owner [Provide Documentation]



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## **REQUIRED INSPECTIONS FOR BUILDING PERMITS (MINIMUM 48 HOURS NOTICE NEEDED)**

**FOOTING** - After forms before pouring

**FOUNDATION** - Before backfill

**FRAMING** - Before enclosing

**ROUGH ELECTRICAL** - By third party inspector, before enclosing

**INSULATION** - Before enclosing

**ROUGH PLUMBING** - Before Enclosing - water test required

**HVAC** - Before enclosing

**FINAL** - Documents required - Final Electrical Certificate

Fire Alarm Inspection NFPA checklist signed by installer (if applicable)

Fire Sprinkler Inspection NFPA checklist signed by installer (If applicable)