

## Town of Esopus Building Department

Call 331-8630 for appointment and/or information

**Applications shall be filed for ALL work costing \$250.00 and over.**

Applications shall be approved or disapproved within **thirty (30)** days after the completed application and all supporting documents are filed in the Building Department.

Examples of construction requiring permits (not and all inclusive list): New Homes, Garages, New General Building Construction, Electric, Plumbing/Heating, Structural Changes, Accessory Buildings, Decks, Fences, In/Above Ground Pools, Chimneys, Fireplaces, Solid-Fuel Burning Appliances, Window and Door Replacement if Size is Increased, Towers, Blasting, Demolition, and Logging.

**Note: Building Permit WILL NOT be issued unless the owner's 911 address is clearly posted at property.**

**No construction shall commence before the issuance of a permit.**

### **Procedure obtaining a Building Permit:**

1. File a completed **plot plan** or submit a **survey**
2. File a completed **building permit application**. If a sub-division- signed map is required.
3. Furnish a copy of the **Deed**.
4. File a **Permit to Construct** from the **Board of Health** for the septic system. Water saving fixtures are required in the Town.
5. **File two sets of plans**, stamped by a NYS licensed P.E. or Architect for:
  - a. Residential structures over 1500 square feet.
  - b. Commercial structures
  - c. Alterations, repairs or renovations costing over \$20,000.
6. **Certificates of Insurance: Certificate Holder Must Be "Town of Esopus"**
  - Construction for under \$10,000; Public Liability: \$300,000. For each person injured, \$600,000 each accident and \$150,000 for property damage.
  - Construction for \$10,000 and Over; Public Liability: \$1,000,000. For each person injured, \$2,000,000 each accident and \$250,000 for property damage.
  - Workers compensation is required. Accepted forms: C-105.2, U-26.3 from the State Ins. Fund, SI-12 or GSI-105.2 for Self Insurance. Exemption forms are available in our office for self-employed contractors with no employees..
  - **If you will be doing work yourself, insurance waivers from our office must be signed.**
7. File a **Driveway Cut Permit** from the appropriate DOT: State, County or Town

### **Fee Schedule**

1. New Construction: \$.50 per square foot.
2. Repairs, alterations, & renovations: \$30 for the first \$1000, \$10 for each additional \$1000 worth of construction.
3. Demolition: Up to \$1000 - \$30.00, Over \$1000 - \$30.00 Plus, \$10.00 for each additional \$1000 or any part thereof.
4. Blast permit: \$100.00 for 3 days.

5. Logging: \$100.00

**\*\* All checks made payable to Town of Esopus \*\***

**Building Permit Application**

Officer of the Building Inspector

*For Building Dept Use*

**Town of Esopus**

PO Box 700  
Port Ewen, NY 12466  
Tel: (845) 331-8630  
Fax: (845) 331-8634

**PERMIT #** \_\_\_\_\_

Submitted \_\_\_\_\_

CERT OF INS ON FILE? \_\_\_\_\_

WK COMP? \_\_\_\_\_ WAIVER? \_\_\_\_\_

Former Zoning District \_\_\_\_\_

Present Zoning District \_\_\_\_\_

Overlay District \_\_\_\_\_

\_\_\_\_\_ **Section**    **Block**    **Lot**

**Sub-division Map#** \_\_\_\_\_

The plans and specifications for \_\_\_\_ Construction \_\_\_\_ Demo \_\_\_\_ Repair \_\_\_\_ Renovation \_\_\_\_ Installation of such building, structure, or work shall be made according to plans and specifications attached hereto and shall be located as indicated on the attached plan. The use shall be \_\_\_\_ Residential    \_\_\_\_ Commercial    \_\_\_\_ Other.

*Describe*, including measurements, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Location* (street & number) \_\_\_\_\_

*Owner's Name* \_\_\_\_\_ Day Phone \_\_\_\_\_

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

*Contractor's Name* \_\_\_\_\_ Day Phone \_\_\_\_\_

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

**Square Feet** \_\_\_\_\_

*For Bldg Dept Use*

**Estimated Cost of Project \$** \_\_\_\_\_

(Time and Materials)

**FEE \$** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

(Property Owner)

\_\_\_\_\_  
(Authorized Agent - Must have written authorization from owner)

APPROVED BY BUILDING INSPECTOR: \_\_\_\_\_

All permits over 1 year old CO'd? \_\_\_\_\_ Easements? \_\_\_\_\_

Diagram of Lot

Show to scale, the shape, dimensions, angles, and area of lot. Also, show size and location on the lot of all existing buildings and proposed improvements.

Show distance of proposed fence or shed, in feet, from the front property line (or from the center of the road when there is an undersized road (right- of- way), meaning under fifty feet. Also, show distance of fence or shed from both side lines and rear property line. Use additional pages, if needed.



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

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

Approved By: \_\_\_\_\_