



# Town of Philipstown

Code Enforcement Office  
 238 Main Street, PO Box 155  
 Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

4811

## ONE & TWO FAMILY DWELLING

### BUILDING PERMIT PACKAGE

#### New Construction up to Three Stories

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** other legal instrument authorizing the applicant to sign and obtain the Building Permit.
2. **CONSTRUCTION DRAWINGS** - Submit two (2) sets plans and specifications bearing the signature of a Professional Engineer or Registered Architect, this includes Modular Homes, Manufactured Homes, alternate foundations systems, type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows and doors, utility plan for electrical, mechanical and plumbing systems in compliance with the Residential Code of New York State 2010. See Design Criteria. 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.
3. **ENERGY EFFICIENCY COMPLIANCE** – Written Statement by professional Engineer on plans for compliance with mandatory provisions and submission of REScheck,
4. **CLIMATIC and GEOGRAPHIC DESIGN CRITERIA** - Table R301.2(1)

Ground Snow Load	Wind Speed (MPH)	Seismic Design Category	Subject to Damage From			Ice Barrier Underlayment Requirement	Flood Hazards
			Weathering	Frost Line Depth	Termite		
30 Pg	90 V <sub>3s</sub> See Note a	C	Severe	42"	Moderate to Heavy	YES	NFIP 1987 See note b

- a. Town of Philipstown is in a *Special Wind Region*
- b. Flood Rate Insurance Map #361026, dated June 18, 1987

5. **SITE PLAN** - A survey of the land prepared by a New York State Licensed Land Surveyor, Professional Engineer or Registered Architect showing the location of the proposed dwellings to be constructed in conformance with the Town of Philipstown Zoning Law, Filed Map, showing location of the driveway, water supply, sewage disposal system and soil and erosion control measures during construction. Some projects may require Site Plan approval from the Planning Board.
6. **SEWAGE DISPOSAL SYSTEM and POTABLE WATER SUPPLY** – Contact Putnam County Health Department and submit proof of well and septic approval.

7. **DRIVEWAY PERMIT** - Supply a copy of the Driveway Permit from one of the following agencies;
  - a) State Highway - New York State Department of Transportation - Highway Maintenance Residential Engineer, Violet Avenue, Poughkeepsie NY 12601 (454-3390)
  - b) County Highway - Putnam County Department of Highway & Facilities Office, 842 Fair Street, Carmel, NY 10512 (914) 878-6331
  - c) Town Road – Code Enforcement Department 238 Main Street, Cold Spring NY 10516. Private Road See Open Development Regulations.
  - d) Private Road – Regulated by NYS Town Law 280a – submit approval for access.
8. **PUTNAM COUNTY LICENSED CONTRACTORS & SUBCONTRACTOR FORM** and copy of the license to be submitted with the building permit and signed by the Putnam County Licensed Home Improvement Contractor, Plumbing, Mechanical, LP Gas and/or Electrical Contractor. Multiple forms from each licensed contractor can be submitted for convenience.
9. **SANITARY FACILITY** – Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker toilet facilities of the nonsewered type shall conform to ANSI Z4.3. Plumbing Code of New York State section P311.1.
10. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
  - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
  - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
  - Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
  - Contractors who are exempt from Workers' Compensation must submit form CE-200.
  - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.