



# Town of Philipstown

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

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

## TENANT FIT UP - COMMERCIAL SPACE

### Building Permit Package

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications 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. **SITE PLAN APPROVAL** – Site Plan is required for all commercial uses. A sign copy of the Planning Board Approved Site Plan or amended site plan may be required to be submitted with an application for a Building Permit.
3. **CONSTRUCTION DRAWINGS:** Two (2) complete sets of plans/specs stamp and signature by the design professional on plans and specifications (NYS Education Law) containing site plan, floor plans, wall schedules, window/door schedules, life safety plan, fire rated systems, utility plan for electrical, mechanical and plumbing systems, reflected ceiling plan, and wall sections in compliance with the Existing Building Code of New York State and with the following criteria and documents:  
  
All drawings must be clear, concise and drawn to scale (“Optional” details not used shall be removed). We prefer drawings no larger than 24”x36” at a scale of 1/4” per foot. 1/8” may be submitted with the approval of the Building Inspector. Square footage of individual areas shall be on plans. Sample Code review list is available and intended to be a guide and is not all-inclusive. Additional information may be required. Small projects may not require all items listed.
4. **PUTNAM COUNTY LICENSED CONTRACTORS & SUBCONTRACTOR FORM** and copy of the license Putnam County Licensed Home LP Gas and/or Electrical Contractor.
5. **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.
6. **FIRE INSPECTION/ OPERATING PERMIT** – Some uses will require an operating permit. See Chapter 62-10 Operating permits of the Code of the Town of Philipstown.