



Town of Philipstown

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

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

ELECTRICAL PERMITTING

1. **ELECTRICAL WIRING, EQUIPMENT and SYSTEMS** are regulated by the Town of Philipstown through New York State Executive Law 18 by adoption of local law #5-2008, Chapter 62 of the Code of the Town of Philipstown, to administer (permits and inspections) and enforce the New York State Uniform Fire Prevention and Building Code. New, extended or altered electrical wiring and systems and equipment are required to obtain a building permit or to be covered by a building permit and inspected.
2. **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** or other legal instrument (Contract) authorizing the applicant to sign for and obtain the Building Permit.
3. **CONSTRUCTION DRAWINGS** – Submit two (2) drawings showing the installation of the service electrical wiring, panels, fixtures, outlets, systems and equipment in a plan view (floor plan).
4. **SITE PLAN** - A plan or survey of the property showing the location of the proposed electrical wiring and systems and equipment
5. **THIRD PARTY ELETRCAL INSPECTION & CERTIFICATION** – submission of the third party electrical inspector application form for all electrical wiring and systems and equipment, as shown on the building/zoning permit application. Inspection(s) and certification by the third party electrical are to be certified to the Town of Philipstown stating all electrical wiring and systems and equipment have been installed in conformance to NFPA 70-08, National Electrical Code as referenced by the New York State Uniform Fire Prevention and Building Code.
6. **PUTNAM COUNTY LICENSED ELECTRIAN** a copy of the Putnam County license to be submitted and shown on the building permit application.
7. **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.