



Town of Philipstown

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

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

OIL TANKS RESIDENTIAL BUILDING PERMIT

The New York State Uniform Fire Prevention and Building Code requires a building permit to be issued for the **INSTALLATION** or **REPLACEMENT** of oil storage tanks above ground, below ground or within buildings.

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** – Tanks within buildings, submit two (2) construction drawings showing the installation of the proposed oil tanks. Indicate the size, piping location. Supply a copy of the manufacturers' installation instruction for the appliance and chimney/pipe if available.
3. **SITE PLAN** - Tanks located outside buildings need to submit two (2) drawings locating the tanks in relation to the building. Show sideline setbacks to the building and property lines.
4. **PUTNAM COUNTY LICENSED CONTRACTORS & SUBCONTRACTOR FORM** and copy of the Putnam County license to be submitted with the building permit application.
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.
 - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.
6. **INSPECTIONS** – Review required inspections with Code Enforcement officer.