



Town of Philipstown

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

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

ONE & TWO FAMILY RENOVATION

Building Permit Package

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:** 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, fire rated systems, utility plan for electrical, mechanical and plumbing systems and wall sections in compliance with the Residential Code of New York State Appendix RJ, Existing Buildings and Structures.
3. **ASBESTOS ABATEMENT & LEAD PAINT REMEDIATION** -
4. **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.
5. **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.
6. **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.