

TOWN OF FORESTBURGH

332 King Road
Forestburgh, New York 12777

Tel. (845) 794-0611
Fax (845) 794-0678

TOWN OF FORESTBURGH BUILDING PERMIT FEE SCHEDULE

1. One or Two Family Dwelling

- New
- Repairs/Alterations/Renovations
- Additions
- Re- Roof

NEW FEE

\$75.00 & \$.25/Sq. Ft.
\$30.00 & \$.25/Sq. Ft.
\$30.00 & \$.25/Sq. Ft.
\$50.00

2. Multiple Dwelling

- New
- Repairs/Alterations/Renovations
- Additions

\$125.00 & \$.30/Sq. Ft.
\$75.00 & \$.30/Sq. Ft.
\$75.00 & \$.30/Sq. Ft.

3. Auxiliary Buildings

- Decks, Storage Sheds, Garages, etc.
- Standby Generators (non-portable)

\$50.00 & \$.20/Sq. Ft.
\$75.00

4. Pools

- Above Ground
- In-Ground

\$50.00
\$100.00

5. Commercial Buildings

\$125.00 & \$.40/Sq. Ft.

6. Septic Systems

- Residential
- Commercial

\$50.00
\$100.00

7. Demolition

- Residential
- Commercial

\$50.00
\$.10/Sq. Ft.

8. Residential Solar Array (20 Kw or Less)

\$75.00

Work Without a Permit

2 times the Permit Fee or \$200 (whichever is
higher)

TOWN OF FORESTBURGH - BUILDING DEPARTMENT

P.O. Box 114 • Forestburgh, NY 12777

APPLICATION FOR BUILDING & ZONING PERMIT

BEFORE THE PREMISES DESCRIBED IN THIS APPLICATION CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED.

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

(Space inside block must be filled in by Building Inspector)

Application No. _____
 Permit Issued _____ 20____
 Permit Expires _____ 20____
 Zoning District _____
 Value of Work: \$ _____
 Approved By _____
 Remarks: _____

This application is to be submitted IN DUPLICATE. ANSWER ALL OF THE FOLLOWING.

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, and specifications submitted, and such special conditions as may be indicated on the permit.

(Name) _____ (P.O. Address) _____
 Tax Map ID No. _____ Telephone _____
 Name of Builder _____ Address _____
 Name of Plumber _____ Address _____
 Name of Mason _____ Address _____
 Estimated Value of Proposed Work \$ _____
 Name of Road _____ Side of Road: ☐ North ☐ East ☐ South ☐ West

NATURE OF PROPOSED WORK

- ☐ Construction of a new building. ☐ Addition to a building.
☐ Alteration to a building. ☐ Demolition of a building.
☐ Change in occupancy. ☐ Reconstruction.
☐ Other work. Describe: _____

OCCUPANCY

Main Building

- ☐ One-family dwelling ☐ Two-family dwelling
☐ _____-Unit Multiple dwelling
☐ Nonresidential building/structure
☐ _____-car attached garage
☐ Other: _____

Accessory Building

- ☐ One-car detached garage ☐ Private storage building
☐ Two-car detached garage ☐ Other: _____

BUILDING SPECIFICATIONS. Fill in only for new building or addition or alteration to existing building.

Kind of construction: Wood frame, fire safe, etc.? _____
 Will any second-hand lumber be used? _____ If so, for what? _____
 Material of foundation walls: _____ Thickness: _____
 Depth of foundation below grade: _____ Continuous foundation? _____
 Will there be a cellar? _____ If so, material of cellar floor: _____
 Type of roof: Sloped or flat? _____ Material of roof: _____
 Size, wood studs: _____ " x _____ " spacing _____ "o.c., length _____ ft.
 Size, floor beams, 1st floor: _____ " x _____ " spacing _____ "o.c., span _____ ft.
 Size, floor beams, 2nd floor: _____ " x _____ " spacing _____ "o.c., span _____ ft.
 Size, ceiling beams: _____ " x _____ " spacing _____ "o.c., span _____ ft.
 Size, roof rafters or beams: _____ " x _____ " spacing _____ "o.c., span _____ ft.
 Exterior finish: _____ If masonry, thickness: _____
 Is building to be sheathed? _____ With what materials? _____
 Finish on interior walls: _____
 If garage is to be attached, of what material is wall between garage and main building to be constructed? _____
 Is there to be an opening between garage and building? _____
 Kind of heating system: _____ Oil burner/other: _____
 Will a flue-lined chimney be provided? _____ Depth of chimney foundation below grade: _____
 Height of chimney above roof: _____
 Will there be a fireplace/wood stove? _____ Depth of fireplace hearth: _____
 Will a toilet be installed? _____
 Will a kitchen sink be installed and connected to water supply? _____ Water supply (public water supply or well) _____
 Distance of septic system from any private well: _____ feet.
 Will drainage system be provided with required traps, cleanouts and vents? _____

Are New York State licensed architect/engineer plans accompanying this application? ☐ Yes ☐ No

If Yes, submit plans with application.

If No, detailed sketch of proposed construction must be provided on additional sheet.

PLAN OF PROPOSED CONSTRUCTION. Fill in only for new building or addition or alteration to existing building when no separate plans are required to be filed with this application.

Make drawings at scale of one square equals one foot. Make sketch of floor plans of first and second floors, indicating dimensions of buildings, rooms, doors, windows, etc., location of chimney and plumbing fixtures, etc.

ZONING SPECIFICATIONS. Fill in for new building or addition to existing building, or a change of occupancy.

Indicate on the plot plan road names, the location and size of the property, the location, size and set-backs of proposed buildings, and the location of all existing buildings. Show proposed building(s) in dotted line and existing building(s) in solid line.

1. Lot size: (a) Width _____ Ft., (b) Depth _____ Ft., (c) Area _____ Sq. Ft.
 2. Existing Use and Occupancy: _____
 3. Intended Use and Occupancy: _____
 4. Existing Buildings: (a) Maximum Height _____ Ft., (b) Maximum Width _____ Ft., (c) Maximum Depth _____ Ft.
 5. Size of New Building: (a) Width _____ Ft., (b) Depth _____ Ft., (c) Height _____ Ft., Floor Area _____ Sq. Ft.
 6. Dimensions and Description of Addition, Alteration or Reconstruction:
(a) Width _____ Ft., (b) Depth _____ Ft., (c) Height _____ Ft.
 7. Size Yards Width (minimum): (a) _____ Side _____ Ft., (b) _____ Side _____ Ft., (c) Total _____ Ft.
 8. Yard Depths (minimum): (a) Front _____ Ft., (b) Rear _____ Ft.
 9. Scenic Preservation Area: Distance from center of creek, or shoreline: _____ Ft.
 10. Area Rear Yard _____ Sq. Ft.
 11. Signs (accessory): (a) Area, total _____ Sq. Ft., (b) Each _____ Sq. Ft., (c) Setback _____ Ft.
(d) Type _____ (e) Height _____ Ft.
 12. Filling Station: (a) Number of pumps, total _____, new _____, Bldg. Area _____ Sq. Ft. Parking Area _____ Sq. Ft.
- Additional: _____

I hereby apply under the Zoning Ordinance and the Building Code of the Town of Forestburgh, New York, for a permit to construct or alter a building and / or accessory structure as set forth above, and I certify that the statements herein contained are true to the best of my knowledge and belief.

Signature of Applicant _____ ☐ Owner ☐ Lessee ☐ Agent

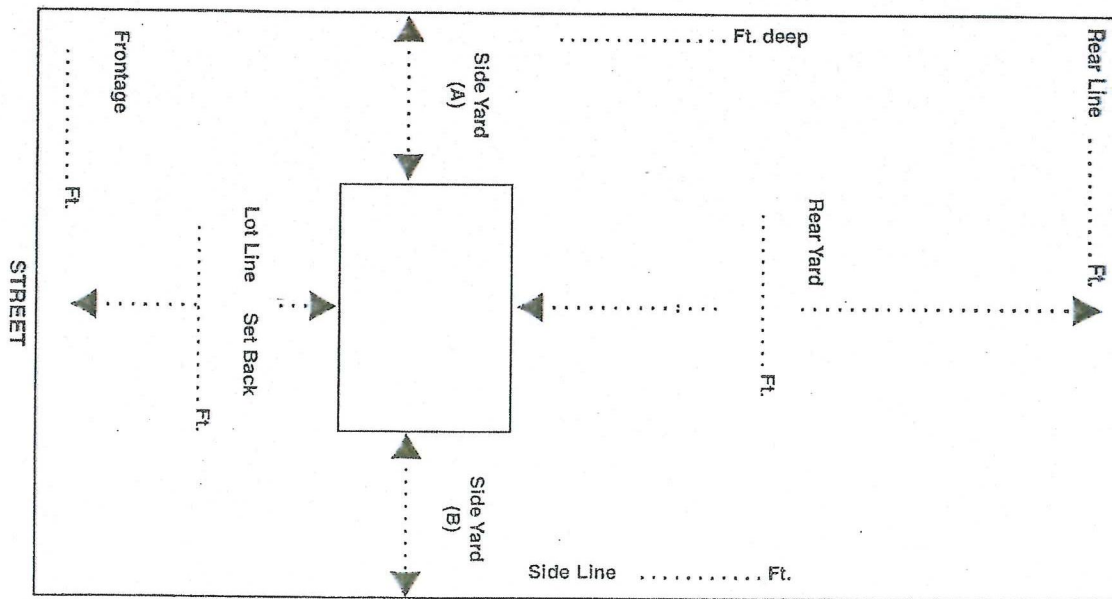
Address (if not owner) _____

Dated _____, 20____.

The application of _____ Dated _____, 20____, is hereby Approved (Disapproved) and permission Granted (Refused) for the construction, reconstruction or alteration of a building and / or accessory structure as set forth above.

Reason for refusal of permit:

Dated _____, 20____.



SPECIAL CONDITIONS OF THE PERMIT: _____

By: _____

BUILDING PERMIT APPLICATION INSTRUCTIONS

- A. This application must be completely filled in by the applicant and submitted in duplicate with the permit fee to the building department.
- B. Driveway permits are required to install a driveway. Copy of said permit MUST accompany this application.
- C. Plot plans showing location of lot and of buildings on premises, relationship to adjoining premises and structures all location and size of proposed construction, distance to lot lines and specifications must be submitted.
- D. Application shall describe the nature of the work to be performed.
- E. The work covered by this application may not be commenced prior to the issuance of a building permit.
- F. Upon the approval of this application, the building department will issue a building permit to the applicant. Such permit shall be displayed on the premises available for inspection throughout the progress of the work.
- G. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall be granted by the building inspector.
- H. Any deviation from the approved plans MUST be authorized and approval of revised plan subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged predicated on the extent of the variation of the original plans.
- I. A final inspection is necessary prior to the issuance of a Certificate of Occupancy. No occupancy of building without approval of the Building Inspector.

PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give section, block and lot numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

TECHNICAL INFORMATION

- A. Septic system plans must be drawn by a New York State (or State approved) engineer. The engineer must inspect the system prior to covering and approval must be made in writing and submitted to the building inspector.
- B. Well drillers must be licensed by the New York State DEC and all new water sources tested by a reputable lab with the results submitted to the building inspector. All well connections must be inspected by the building inspector prior to covering.
- C. All electrical work must comply with the National Electric Code and inspection must be made by a New York State or permitted agency. The approval sticker must be submitted to the building inspector. Multiple or commercial buildings must have a licensed electrical contractor for installation.
- D. Plumbing must be done by a reputable plumber, who upon completion of his work and upon inspection of the building inspector shall submit in writing to the building inspector that all work has been completed following all New York State and Town Codes.

**FAILURE TO COMPLY WITH THIS PROCEDURE WILL CAUSE DELAY
IN THE ISSUANCE OF A BUILDING PERMIT OR A CERTIFICATE OF
OCCUPANCY OR COMPLETION.**

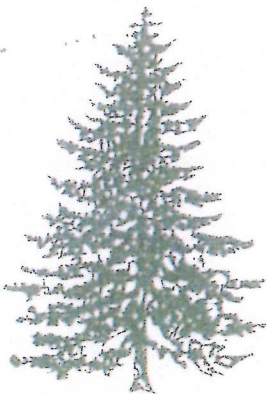
Town of Forestburgh

Building Department

INSPECTION SCHEDULE

Builder or owner is responsible for contacting the building inspector to schedule inspections.

1. Site Inspection
2. Footing/Slab Inspection - both prior to and after pouring
3. Rough In Inspection (plumbing and electrical)
4. Framing/Insulation Inspection (prior to covering interior walls)
5. Septic Inspection
6. Final Inspection



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BUILDING DEPARTMENT

(845)794-0611 Ext. 24

AFFIDAVIT OF INTENT

Name of Homeowner: _____

Date: _____

I, the undersigned, do hereby swear that the structure referred to in building permit # _____ WILL BE built according to and in compliance with all New York State and Town of Forestburgh Codes, Regulations and Specifications.

Signed: _____
[Owner, Builder, Architect or Contractor]

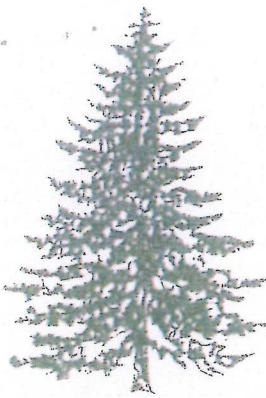
STATE OF NEW YORK

ss:

COUNTY OF _____

Sworn to before me this ____ day of _____, 20 ____.

Notary Public, _____ County



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Building Department

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ELECTRICAL SYSTEM

AFFIDAVIT OF COMPLETION

Name of Homeowner: _____

Name of Electrical Contractor: _____

Name of Inspecting Body: _____

Date: _____

I, the undersigned, do hereby swear that the electrical system for building permit # _____ has been wired and installed according to and in compliance with all National Electrical Codes.

I, also swear that a New York State or equivalent out of state agency has made a final electrical inspection and that the inspection was approved.

Signed: _____
Homeowner or Electrical Contractor

STATE OF NEW YORK

ss:

COUNTY OF _____

Sworn to before me this _____ day of _____, 20__.

Notary Public, _____ County

Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to **step 4** to set up your account:
If you have a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least 14 characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

CERTIFICATE OF OCCUPANCY CHECKLIST

1. Final electrical inspection.
2. Water test results.
3. Railings on all stairways, landings, decks, etc.
4. Running water in kitchen sink.
5. Working toilets in at least one bathroom.
6. Smoke detectors (hardwired), if applicable. + CO₂ detectors