



Town of Rosendale Building & Codes Department
1915 Lucas Ave.
Cottkill, New York 12419
Phone: 845-658-3159 Ext. 4
Building Inspector: Nick Wulczyn
Email: BuildingInspector@TownofRosendaleny.gov
Website: TownofRosendaleny.gov

NO construction, erection, enlargement, alteration, removal, improvement, demolition conversion or change in the nature of occupancy of any building or structure shall be done without first obtaining a building permit for each such building or structure, except that no building permit shall be required for the performance of ordinary repairs which are not structural in nature.

ATTACHED TO THE APPLICATION SHALL BE THE FOLLOWING: (as checked)

- ☐ Application Fee: \$25.00 for applications with no plan review
\$75.00 for applications with plan review
- ☐ Two sets of construction plans and specifications
(*Plans required to bear the signature of the person responsible for the design and drawings)
- ☐ Energy compliance worksheet: REScheck / COMcheck
- ☐ Signature and stamp of a New York State licensed engineer or architect required.
(Required if 1500 sq. ft. or \$20,000 total cost of construction or as requested by the Building Inspector)
- ☐ Copy of property Deed (As requested)
- ☐ Plot plan drawn to scale showing location and site of all proposed new construction, all existing structures on the site and measurements of distance from property lines.
- ☐ Affidavit is required if not the property owner
- ☐ Proof of Liability Insurance (Homeowners and/or Contractors)
- ☐ Proof of Workers Compensation Insurance (Contractor) or CE-200 (Contractor/Homeowner)
- ☐ Ulster County Health Department approval to construct a septic (New Construction only)
- ☐ Ulster County Master Electricians License (Copy of current certificate required)
- ☐ Curb cut permit for new driveway from Town/County/State Highway Department (As requested)

Amendments to the application or to plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Building Inspector.



Town of Rosendale Building & Codes Department
1915 Lucas Ave.
Cottekill, New York 12419
Phone: 845-658-3159 Ext. 4
Building Inspector: Nick Wulczyn
Email: BuildingInspector@TownofRosendaleny.gov
Website: TownofRosendaleny.gov

APPLICATION FOR BUILDING PERMIT

Date: _____

Permit Number _____

1. PROJECT LOCATION AND INFORMATION

Number and Street Address _____

SBL Number _____

Owners Name _____ Phone Number _____

Owners Address _____ Zip Code _____

E-mail _____

Applicants Name _____ Phone Number _____

Applicant Address _____ Zip Code _____

E-mail _____

2. TYPE OF CONSTRUCTION OR IMPROVEMENT

New Structure – (Proposed Use) _____

Conversion/Alteration - _____

Addition (Family Room, Kitchen, Den, Bedroom, Bath - Full or Half) _____

Repair/ Replacement _____

Demolition _____

Electrical Upgrade _____

Accessory Structure _____

Deck/Porch (Open, Covered, Enclosed, Screened) _____

Garage (Attached or Detached) _____

Utilities (Electric, Gas, Solar or Other) _____

Other _____

3. DESCRIPTION OF PROJECT

4. CONTRACTOR INFORMATION:

Architect /Engineer:

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

General Contractor:

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Electrical Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

License #: _____

Plumbing Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

Roofing Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

Solar Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

5. ESTIMATED COST OF PROJECT

Contractors Estimate _____ Homeowners Estimate _____

6. SIGNATURES

Building Inspector Signature - Date

Homeowner or Contractor Signature – Date

Important Notices

1. *Work conducted pursuant to a Building Permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Town of Rosendale, and all other applicable codes, rules or regulations.*
2. *It's the owner/contractor's responsibility to contact the Building Inspectors Office to requested inspections. *More than one inspection may be necessary.*
3. *Owners hereby agree to allow the Rosendale Building Inspector/ Municipal Code Enforcement Officer to inspect the sufficiency of the work being done pursuant to this permit.*
4. *The building permit must be displayed for visibility from the street nearest to the site of the work being conducted.*

~~~~~\***OFFICIAL BUILDING DEPARTMENT USE ONLY**\*~~~~~

|                                             |                                   |                                      |
|---------------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Permit to Build    | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Permit to Install  | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Permit to Demolish | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

**Not in conformance with:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

**Alternative:** \_\_\_\_\_

\_\_\_\_\_

**Building Inspector/Code Enforcement Officer**

Approved By \_\_\_\_\_

Application Fee Received \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee Received \_\_\_\_\_ Date \_\_\_\_\_