



Building Department
14 Central Ave.
Wallkill, NY 12589
(845) 895-2904
Building@Shawangunk.org

Building Permit Application

1.) General requirements:

- (1) Completed application
- (2) Application fee TBD after application submission
- (3) Building plans – (2) paper copies, signed & stamped; (1) PDF copy) **OR** Manufacturer's specs (Depending on project)
- (4) Insurance certificates: **Contractors**: submit Liability, Worker's Comp., Disability (separate insurance certificates, not all on one ACORD form) Listing Town of Shawangunk as the Certificate Holder; self-insured contractors shall provide certificate of Attestation of Exemption (CE-200) from NYS Worker's Compensation Board (www.wcb.ny.gov) **OR Homeowners**: submit copy of insurance declaration page for address of project
- (5) If any electrical work is part of the project: copy of the electrician's Ulster County electrical license and photo **ID**
- (6) Site map (survey) showing the proposed location of the structure to be built with setbacks from the property lines
Structure Placement: See Town of Shawangunk Zoning Code for Setback requirements for your property's zone
- (7) If building a new house or addition, ALSO submit the following:

Copy of survey (signed and stamped) detailing property borders, location of proposed well and septic, driveway and any proposed or existing structures

ResCheck (Energy Code Compliance Report)

Manuals J, S and D



For Pools:

- 1) Completed application
- 2) Application fee (TBD based on type of pool)
- 3) *Insurance requirements are the same as above*
- 4) Copy of electrician's Ulster County electrical license and photo ID
- 5) **Above-ground pool:** Manufacturer's specs for the pool, pool alarm, pool ladder, pool pump, pool filter
In-ground pool: manufacturer's specs for the pool, pool alarm, pool fence, pool pump, pool filter, any lights
- 6) Survey showing proposed location of pool on property with setbacks from property lines

PLEASE NOTE:

- 1) Work covered by this application **may not** begin until permit application is reviewed, plans are approved, and a permit is issued
- 2) Approved plans must be kept on the site of project for reference, and the permit number must be displayed on site to be seen from the road (make your own sign)
Your permit # will be needed to request inspections
- 3) Upon completion of work, final paperwork must be submitted, and final inspection must be scheduled to obtain certificate of compliance

Inspections: It is the permit holder's responsibility to schedule required inspections.

Please request a list of required inspections for *YOUR* individual project from the Building Department

- Inspections are performed between 11am- 2pm
- Please be sure your project is **ready** for the requested inspection. Scheduled inspections that are not ready will be Failed/Not Ready and be assessed a \$75 fee, unless cancelled at least 2 hours prior to inspection time.
- **Photos will not be accepted for missed inspections**



- Typical (minimum) inspections required for new Single Family Residential projects:
- Footing forms before pouring concrete (main structure)
- Footing forms before pouring concrete (auxiliary structures i.e., decks, etc.)
- Foundation walls before pouring
- Sheathing (roof and walls)
- Ice and water shield
- Framing
- Rough electrical
- Rough plumbing
- Fire caulk & Air sealing
- Insulation
- Drywall before spackling
- Final inspection prior to issuance of Certificate of Occupancy
- Inspection results:
- Dogs and other animals must be secured
- Fences must be unlocked for inspection access

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Date: _____

Permit #: _____

Section: _____ Block: _____ Lot: _____ Zoning District: _____

Reviewed by: _____ Date: _____ Approved: ☐ Revisions Required: ☐

Comments: _____

(Building Department to complete the above section)

*****All permits require INSPECTIONS or a VIOLATION will be issued*****

Project address: _____

Project description: _____

Applicant's Name: _____ Phone#: _____

Applicant Type (Owner, Contractor, Design Professional, Agent): _____

Applicant's email address: _____

Property Owner's name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Owner's email address: _____ Cell Phone #: _____

Contractor's Business name: _____

Contractor's name: _____ Phone #: _____

Contractor's address: _____

Contractor's email: _____

Ulster Co. licensed electrician: _____ License#: _____



**Town of Shawangunk
County of Ulster
Office of Building the Inspector
14 Central Ave., P.O. Box 247, Wallkill, NY 12589**

AFFIDAVIT OF OWNER

Premises _____

_____, being duly sworn, deposes and says that he/she is the
Name of Property Owner as per recorded deed owner above named.

He/She is the OWNER and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Deponent alleges that 1) the provisions of the Worker's Compensation Law does not apply in this case in that he/she will do all required work on the premises and will imply no labor there at,

OR 2) owner alleges that contractor performing work will provide required NYS Worker's Compensation Insurance whereof, deponent requests approval of said plan and application and issuance of a **PERMIT** to commence work.

Signed _____

(signature of Property Owner)

Sworn to before me this

_____ day of _____, 20____

Notary Public



Third Party Electrical Inspection Agencies

(In Alphabetical Order)

Commonwealth Electrical Inspection Service Inc.

Ron Henry 845-562-8429

Keith Sutton 845-527-8821

Fred Cocks 845-783-9309

CP Certified Electrical Inspector

Chris Peone 845-853-3202

Electrical Underwriters of New York, LLC

John Taylor 845-597-5072

Ernie Bello 845-569-1759

LM Electric & Consulting Corp.

Logan Millington 845-232-1074

New York Certified Electrical Inspectors

Jerry Caliendo 845-294-7695

New York Electrical Inspection and Consulting

John Wierl 845-343-6934

New York Electrical Inspections

Chris Mana 845-586-2430

SAS Electrical Inspection

Yuri Badovich 845-801-2172

Swanson Consulting, Inc.

John Hamilton 845-459-0708

Joe Swanson 845-549-8271