

TOWN OF ROXBURY
INSTRUCTIONS FOR FILING A BUILDING PERMIT

Richard Briscoe - CEO
607.326.7643
Office Hours Friday 1-4 pm
buildinginspector@roxburyny.com

Stefani Albano, Town Clerk
607.326.7641
townclerk@roxburyny.com

REVISED 7/13/2026

IMPORTANT INFORMATION BEFORE APPLYING FOR A PERMIT

NOTE: Under the New York Freshwater Wetlands Act, the New York State Department of Environmental Conservation recently adopted updated regulations regulating freshwater wetlands which include the regulation of wetlands of "unusual importance" as well as wetlands of 7.4 acres or more by 2028. Applicants are required to comply with the Department's updated regulations which may include: (1) hiring a consultant to determine whether there are any wetlands impacted by a project; and (2) obtaining a jurisdictional determination from the Department establishing a wetlands boundary on the applicable property. Please see links to the Department's resources related to these regulations on the Town of Roxbury's website: <https://www.roxburyny.com> Please note that the Town of Roxbury does not have jurisdiction under the freshwater wetlands regulations and inquiries shall be directed to the New York State Department of Environmental Conservation.

Site Plan Review - new commercial construction does require application and review by the Planning Board and expansion to an existing commercial building may require application and review by the Planning Board. A copy of the law is available for inspection at the Town Clerk's Office. Planning Board approval must be received before applying for a Building Permit. The Planning Board meets the third Wednesdays of the month at 7:30 pm at the Town Hall. If needed, applications are available at the Town Clerk's Office. Call 607.326.7641 x6 or email planningdept@roxburyny.com.

Historic District - if the property is in the hamlet of Roxbury Historic District (map attached) and work being done is on the building exterior, an application must be submitted to the Roxbury Historic Preservation Commission (RHPC) for review. RHPC approval or a decision from RHPC stating the work does not come under their review must be received before a building permit can be issued. Beginning October 2019, the RHPC will meet quarterly on the third Friday at 10:00 am at the Town Hall. Messages can be left at 607.326.3722 or email townparks@roxburyny.com

1. This application must be completed in pen (printed clearly) or typewritten.

2. All applicants whose building activity will take place in a flood hazard area must complete Part II, which can be obtained on the town website or at the Town Clerk's Office.
3. All applicants submitting for a NEW HOME must include paperwork from NYC DEP approving the plans for septic installation. If applying for an ADDITION that will include a bedroom(s), written approval from NYCDEP must be included approving use of the existing system. (DEP 607.363.7000) A NYCDEP information page is attached to this application. A Building Permit cannot be issued until notification has been received from NYCDEP approving the septic system.
4. New home applications on Town roads require Town Highway Supt. approval of driveways entering a Town Road (607.326.4222). **REQUIRED: Separate application with specifications and instructions available [online](#) or in the Town Hall.** Driveways entering a County Road require Delaware County Dept. of Public Works approval (607.746.2128). Driveways entering a State Road require NYS Dept. of Transportation approval (607.746.2268).
5. All applicants constructing buildings that apply to Impervious Surfaces Limiting Distances (within 100 ft of a stream) must complete a DEP Application of Review.
6. All applicants must include the applicable forms regarding proof of Worker's Compensation for any construction to be done. 1) If homeowner is doing all of their own work, they must include Form BP-1 Affidavit of Exemption (form is attached to this application and must be notarized). 2) If owner contracts for work to be done, you must include copies of a Certificate of Insurance for General Liability Insurance AND either copies of Worker's Comp coverage OR ** Form CE-200 Certificate of Attestation of Exemption. Instructions for CE-200 are #7 below. A Building Permit cannot be issued without these forms.
7. As of December 1, 2008 Form CE-200 can be filled out electronically on the NYS Workers Compensation Board's website, www.wcb.state.ny.us under the heading "Forms". Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Worker's Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200 the applicant can then submit that CE-200 to the government agency from which they are getting the permit, license or contract.
8. Structures requiring engineer approved and stamped plans: (A) Any stick built residential construction of living quarters more than 1500 SF in size, including a daylight basement area (B) All commercial buildings (C) Any addition or alteration/major repair costing \$20,000 or more. Costs shall include total cost of work from start to completion. *NOTE:* Any new building addition or alteration/major repair, of any size or cost, may, at the discretion of the Building Inspector, require plans to be approved and stamped by an engineer.
9. Plans to be submitted with the application: (a) Plot plan showing the actual dimensions of the lot to be built on and the size and location of the building to be built. (b) The location, grade, and dimensions of any access drives. (c) The location and type of water and sewage facilities (d) plan and dimensions of each floor layout of the building and accessory to be erected or altered, and a complete material specification list. (e) A *COMPLETE* and *DETAILED* drawing of foundation specifications and **cross section** view of *all* framing members. All framing members must be spec-ed out and labeled.
10. This application must include the appropriate fee and filed with the Code Officer or Town Clerk. *NOTE:* All property owners/contractors performing work without a Building Permit will be subject to a violation fee equal to the permit fee and suspension of the project until fees are met. (adopted by the Town Board Dec.

13, 1999)

11. Effective Nov. 29, 2004, all new structures built on vacant land must obtain a 911 Emergency location number after the structure is built. All Certificate of Occupancy (CO) or Certificate of Compliance (CC) applications for any new structure must include the 911 location number before a CO or CC can be issued. Old Fire Numbers (ie: VM291) are no longer valid. To obtain a 911 number for new structures on vacant land, or if you do not know your current 911 number for an existing structure, you must contact Delaware Cty. Emergency Services at 607.832.5600.

* Work may not commence before the issuance of a Building Permit. A plan of the approved Building Permit must be kept at the worksite and available for inspection throughout the progress of the work being performed.

PLEASE NOTE THE FOLLOWING:

***The Building Permit is valid for one year from date of issue. If work is not completed within one year, 2 years of renewals can be applied for with fee. On third year, a new permit must be purchased and will continue from year to year until such time that a Certificate of Occupancy or Compliance is applied for.**

***Upon completion of all work that requires a Certificate of Occupancy, an application must be filed and appropriate fee paid. It must include an approved septic report from NYCDEP and an approved electrical inspection report when applicable. The Building Inspector must be contacted to make a final inspection of the completed work in order to close out the file.**

*** Upon Completion of work that requires a Certificate of Compliance, an application must be filed and appropriate fee paid. The Building Inspector must be contacted to make a final inspection of the completed work in order to close out the file.**

Permits must be kept current. Expired permits are subject to fines.

Effective July 13, 2026

New Construction, Additions, Generators, Plumbing & Heating, Repairs & Alterations, Garage, Storage Building/Pole Barn, Deck, Porch, Pavilion	\$50 for the 1 st \$1,000 (construction value) and \$10 each additional \$1,000*
Doublewide (on piers, runners or slab)	\$200
Singlewide (on piers, runners or slab)	\$150
Modular	\$100 per section*
Replacement Mobile Home	\$150
Pre-Built Storage Shed	\$100
Woodstove	\$75
Fireplace	\$100
Outdoor Wood Burning Device	\$75
Greenhouse (if attached to living quarters)	\$100
Swimming Pool, Sauna, Hot Tub - above ground	\$75
Swimming Pool, Hot Tub - inground	\$100
Electric	\$25 for C of C only
Demolition	\$25
Certificate of Occupancy/ Compliance	\$25
Request for CO search from title co. or attorney	\$50
Building Permit Renewal (regular & commercial permits) • \$25 1st year after permit issued • \$25 2nd year after permit issued, • Original Permit Fee 3rd year after permit issued • Subsequent years of renewal will be changed as above until a CO or CC is applied for and issued	

Violation Fee: Permit fee will be double for any work begun without a building permit.

Note: Gross square footage shall be based upon exterior building dimensions.

Refund Policy: In the event that an application for a building permit is not approved or the applicant withdraws their application, the applicant shall be entitled to a refund of 50% of the fee paid provided that *NO WORK has commenced*. If work has started and the application is not approved or it is withdrawn, any fees paid shall NOT be refunded. There will be an additional charge of \$50 for any permit located in the floodplain.

For Office Use Only	
Fee Paid	
Historic District	Y N
Site Plan Review	Y N

Town of Roxbury
PO Box 189 - 56 Hillcrest Drive
Roxbury, NY 12474

Richard Briscoe, CEO
buildinginspector@roxburyny.com

Phone 607.326.7643

BUILDING PERMIT APPLICATION

Operated by the authority of the Town Board to administer and enforce the NYS Building Construction Code and all other Town Laws, Ordinances, Rules, and Regulations governing building plans, specifications, construction, alterations, or repairs. The undersigned hereby applies for a permit to build, according to the attached plans and specifications:

IMPORTANT INFORMATION BEFORE APPLYING FOR A PERMIT

Is the property in the Historic District? YES NO

Is the work to construct a new commercial building or
expansion to an existing commercial building? YES NO

If you answered YES to either question above please contact the appropriate dept. named on the Instructions Page before applying for a building permit.

Please **CLEARLY PRINT** all information

Application #

Date of Application:

PHYSICAL ADDRESS of proposed building site: (911 number and street)

Tax Map #

Owner Information / MAILING Address	Contractor Information / MAILING Address
Name	
Address	
Telephone #	

Please send permit to:

OWNER

CONTRACTOR

Cost of Work (including labor if "self")	\$
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Nature of Work	(circle all that apply)		
House	Garage	Deck with Roof	Pavilion
Modular	Storage Shed	Woodstove	Gazebo
Doublewide	Storage Bldg.	Fireplace	Greenhouse
Singlewide	Pole barn	Addition *	Pool - above ground
Replace. Trailer *	Deck (Porch)	Repairs/Alteration *	Pool - in ground
Modular/Mobile on foundation	Outdoor wood Burning device	Commercial Bldg.	Other: specify

* Additions to homes:	Does addition include a bedroom	Yes	No
*Replacement Trailers:	# bedrooms in old trailer	# bedrooms in new trailer	
* Repairs & Alterations	Description of work:		

Septic Approval Attached	Yes	No	Not Applicable
<i>Within 100' of a stream</i>	Yes	No	Not Applicable
<i>In flood plain</i>	Yes	No	Not Applicable

Date work to commence:	
Estimated completion date:	

Proposed building activity includes:	(check all that apply)
New Principal Structure	New Accessory Structure
Altered Principal Structure	Altered Accessory Structure

Lot Size:	Sq Ft	OR	# Acres
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Size of proposed building activity:	Sq Ft
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Parking spaces provided:	Yes	No
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Existing use and occupancy:

Proposed use and occupancy:

**** Work may not commence before the issuance of a Building Permit. A plan of the approved building must be kept at the work site and available for inspection throughout the progress of the work being performed.***

**** A Certificate of Occupancy application must be filed with the Code Officer or Town Clerk, fee paid, a final inspection made, and a Certificate of Occupancy issued by the Building Inspector before a new house, trailer or addition can be occupied.***

**** A Certificate of Compliance application must be filed with the Code Officer or Town Clerk, fee paid, a final inspection made and a Certificate of Compliance issued by the Building Inspector for permits for construction other than a house, trailer or addition.***

**ALL PERMITS MUST BE CLOSED OUT BY APPLYING FOR EITHER A CERTIFICATE
OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE**

The applicant disposes and says that, to the best of their knowledge, the statements contained in this application, together with the plans, specifications, and any other supporting material submitted, are a true and complete statement of all work to be done on the premises and that all provisions of the New York State Building Code and other laws, ordinances, rules and regulations of the Town of Roxbury pertaining to the proposed building activity shall be complied with, and that the work, as described herein, is authorized by the owner of the property.

Signature of Owner	Date

**Affidavit of Exemption to Show Specific Proof of Workers'
Compensation Insurance Coverage for a 1, 2, 3 or 4
Family, Owner-occupied Residence**

<http://www.wcb.ny.gov>