

Town of Dover Building /Zoning/Code Enforcement Department

126 East Duncan Hill Road

Dover Plains, NY 12522

(845) 832-3188 - fax

Building Inspector - 845.832.6111 x102 (BuildingCEO @DoverNY.us)

Code Enforcement Officer – 845.832.6111 x119 (CodeEnforcement@DoverNY.us)

Clerk – 845.832.6111 x103 (Building @DoverNY.us)

Building Permit Application for New Homes, Conversions and Additions

Please read entire packet BEFORE submitting application

Required Documents for all applications:

- ☐ Cash or Check payable to: Town of Dover (use attached Worksheet for fees)
- ☐ Building Permit Worksheet (attached)
- ☐ Proof of Workers' Compensation (C-105.2) and Disability Insurance (DB-120.1)
or A valid Exemption form (CE-200) (visit the following website for how to obtain this).
https://www.businessexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE
ACORD forms are NOT acceptable proof of NYS workers' compensation or disability benefits coverage.
- ☐ Two **complete** sets of plans (must be stamped & signed by a NYS licensed design professional if cost of construction is over \$20,000 or at the discretion of the Building Inspector).
- ☐ Stamped survey of land showing existing and proposed structure(s) with setbacks from property lines, topo, well and septic, and proposed driveway
- ☐ Copy of Board of Health Approval letter(a SAN 34 will be sent to the Department of Health by the Building Dept.)
- ☐ 911 Address on New Homes will be submitted by the Building Department.
- ☐ Driveway Permit application if driveway does not exist **or** if changing entrance on to a Town road; driveway must be staked out prior to submittal of driveway permit application. If proposed driveway will be on a State or County road, a copy of the Driveway Permit from the perspective department must be submitted. Private roads do not require driveway permits; however, the owner is responsible for installing the driveway to proper specs.

ALL Plans MUST show enough information to prove that structure will conform to all NYS Building Code requirements

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Slab before pouring concrete
- Radon Piping
- Footings before pouring concrete
- Footing drains/Waterproofing
- Foundation before backfill
- Framing & Plumbing before enclosing
- Rough electric before enclosing (by an electrical inspector)
- Insulation before enclosing
- Drywall
- Final electric after closing walls (by an electrical inspector)
- Final BOHA, if adding bedrooms (from Board of Health)
- Gas Piping pressure test
- Blower Door test
- As-Built Survey
- Final Completion to obtain a Certificate of Occupancy
-

Applicants are responsible for scheduling all required inspections.

Town of Dover Building/Zoning /Code Enforcement Department

126 East Duncan Hill Road
Dover Plains, NY 12522

General Information for All Building Permit Applications

Please read the following and have application complete BEFORE submittal

The applicant/homeowner is responsible for supplying sufficient information to determine that the project complies with and adheres to all Town of Dover Zoning Laws and all NYS Building Codes.

The Town of Dover Zoning Law may be obtained from the Zoning Law book available at the Town Clerk's office for a fee or on the internet at www.DoverNY.us (Links, Town Code, Chapter 145).
NYS Building Codes are available at www.dos.state.ny.us.

Fee for building without a permit is double the permit fee, PLUS all legal fees (if necessary)

If a permit is denied or withdrawn, 50% of the fee will be refunded if requested in writing provided that no work has commenced.

Applications will not be considered until **ALL** required documents and copies are submitted **by the applicant**. A list of required documents for each project is listed on the coversheet; submitting required documents in "bits & pieces" will result in a delay.
INCOMPLETE APPLICATIONS WILL BE RETURNED.

Please note: **applications are not reviewed at the time of submittal...** they are reviewed in the order in which they are received and may require approximately 1-4 weeks to process depending on the complexity of the project. Due to the volume of applications received, requests to expedite an application cannot be honored.

Section 125 of the General Municipal Law requires that ALL APPLICANTS provide proof of Workers' Compensation and Disability compliance or a valid exemption when applying for a permit. For more information, visit www.wcb.state.ny.us or call (518) 486-5307.

After the application is reviewed and approved, you will be notified and will be given a Construction Permit. If the application is denied, you will receive written notice with an explanation. Construction may not start until the permit is issued.

Permits expire one year after issuance and may be renewed at full price. By law, a building permit is not closed out until the project is finished and a Certificate of Occupancy/Compliance (C/O, C/C) has been issued; it is the applicant's/homeowner's responsibility to call this department to obtain a Certificate of Occupancy/Compliance. If the project has not been started and you wish to close out the permit, it is the applicant's/homeowner's responsibility to send a written notice stating that project has not been started and give this department permission to verify.

The Construction Permit and your 911 address must be clearly displayed on a place visible from the road.

[F] 303.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).



Town of Dover

Building Department

126 East Duncan Hill Road

Dover Plains, NY 12522

845.832.6111 x102 - Building Inspector

845.832.6111 x119 - Code Enforcement Officer

845.832.6111 x103 - Clerk

845.832.3188 - Fax

For Office Uses Only ☐ Residential ☐ Commercial

Permit #: _____ Zone: _____

Grid #: _____

Fee: \$ _____ Date Paid: _____

Check #: _____ Receipt #: _____

Building Permit Application - New Homes, Conversions and Additions

(Must be filled out **IN FULL WITH PAYMENT** before review. Incomplete applications will be returned.)

Application is hereby submitted to the Building Inspector/Code Enforcement Officer of the Town of Dover for the approval of plans and detailed statement of the specifications of work to be performed.

Please describe work to be performed: _____.

Owner of Property: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

Applicant's Name: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

E-mail _____

Builder/Contractor: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

Address of Proposed Project: _____ **Lot #:** _____

_____ Addition _____ Finished Basement _____ Accessory Apartment

_____ Alteration _____ Finished Attic _____ Bonus Room

_____ Dormers _____ Finished Garage _____ NEW HOME

For alterations or renovations to an existing room, basement, attic, etc., drawings with exact room sizes, uses and exact work to be done must be submitted.

Size of proposed structure: **Width:** _____ ft. **Depth:** _____ ft. **TOTAL:** _____ sq ft.

Estimated cost of construction: \$ _____ **Estimated date of completion:** _____

I confirm that I understand that building permits expire one year after issuance and it is my responsibility to call the Town of Dover Building Department for all required inspections during construction and to obtain a Certificate of Occupancy/Compliance upon completion thereof in compliance herewith. I also understand my responsibilities of all provisions of Town of Dover Zoning Laws, New York State Uniform Fire Prevention & Building Code and State of New York Department of Labor requirements whether specified herein or not. The Town of Dover Zoning Law can be researched at www.DoverNY.us (click: Links, Town Code).

Signature of Applicant DATE

Signature of Owner DATE

For Office Uses Only

Pre-Inspection: _____

Application is: APPROVED / DENIED

Application requires: ☐ Planning Board Approval ☐ Zoning Board Approval

Building Inspector/CEO Date Issued

Permits expire one year after issuance



Town of Dover

Grid # _____

Permit # _____

Building Department

126 East Duncan Hill Road

Dover Plains, NY 12522

845.832.6111 x102- Building Inspector

- BuildingCEO@DoverNY.us

845.832.6111 x109- Code Enforcement Office

- Codeenforcement@DoverNY.us

845.832.6111 x103- Clerk

- Building@DoverNY.us

845.832.3188- Fax

Building Permit Worksheet

For Residential New Homes, Conversions and Additions
(Only fill out information pertaining to you)

Style of House: Ranch / Raised Ranch / Split Level / Cape Cod / Colonial / Contemporary / Mansion / Old Style
Cottage / Log Cabin / Duplex / Bungalow / Townhouse

Stick Built or Modular _____

First Floor:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on first floor: _____

Second Floor:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on second floor: _____

Basement:

Garage: _____ one-car _____ two-car _____ n/a

Finished space:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space in basement: _____

Unfinished space:

Total sq. ft. of unfinished space in basement: _____

Attic:

Finished space:

Total sq. ft. of living space in attic: _____

Unfinished space:

Total sq. ft. of unfinished space in attic: _____

TOTALS FOR ENTIRE HOUSE:

Bedrooms: _____

Bathrooms: _____ full _____ half

Kitchens: _____

Fireplaces: _____

TOTAL sq. ft. of living space: _____

Front Deck: Open Covered Screened Enclosed Size: _____ x _____

Side Deck: Open Covered Screened Enclosed Size: _____ x _____

Rear Deck: Open Covered Screened Enclosed Size: _____ x _____

Garage: Attached Detached _____ one-car _____ two-car _____ n/a

Central Air Conditioning (Including Mini-Splits) _____ Yes _____ No

Heat Type: _____ Fuel Storage: _____

Other: _____

Road Maintenance: Town / County / State / Private

Town Driveway Permit Required? Yes / No

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.

Numbers and Websites of Interest

Electrical Inspectors

New York Electrical Inspections

H.C.R. 4, NYS Route 30
Kelly Corners, NY 12455
(845) 586-2430
Tom LeJeune - Inspector - (845) 373-7308

New York Board

PO Box 1558
Wappingers Falls, NY 12590
Pat Decina - Inspector - (845) 298-6792
(phone & fax)

Electrical Underwriter of NY. LLC

PO Box 4089
New Windsor, NY 12553
(845) 569-1759, (845) 562-7371 -fax
Ernest C. Bello - Inspector

Tri-State Inspection Agency

PO Box 1034
Warwick, NY 10990
(845) 986-6514 or (845) 986-0535
Bob Stumbo, Nick DiFusco, Frank Sholtis

Commonwealth Electrical Inspection Service. Inc.

1355 Pittsford-Mendon Road
PO Box 723
Mendon, NY 14506-0723
800 624-2380 or (585) 624-2399-fax
Ronald Henry - Inspector - (845) 562-8429

NY Electrical Inspections & Consulting

93 Beattie Avenue
Middletown, NY 10940
(845) 343-6934, (845) 343-4834- Fax
John Wierl Uwierl@nyeic.com or Pierre Belarge

The Inspector. LLC

5390 State Route 22
Burke, NY 12917
(518) 481-5300 or (800) 487-0535
David Smith (theinspectorllc@yahoo.com)

State Wide Inspection Services. Inc

1080 Main St
Fishkill, NY 12524
(845) 202-7224
www.swisny.com

Z3 Consultants. Inc.

PO Box 363
LaGrangeville, NY 12540
Gary Beck, Jr. - Inspector- (845) 471-9370
(845) 625-1479 - Fax

Dutchess County Department of Health

387 Main Street
Poughkeepsie. NY 12601
(845) 486-3404

Millbrook District Office
(845) 677-4001

Road Maintenance

Town of Dover Highway Department

(town roads)
(845) 832-9567

NYS Department of Transportation (DOT)

(state roads) Highway Permits
(845) 473-3076

DC Department of Public Works

(county roads) Highway Permits Unit
(845) 486-2928

Department of Emergency Response

E-911 Addressing
(845) 486-6531

Workers' Compensation Board

www.wcb.state.ny.us
(518) 486-6307

Dig Safely (call before you dig)

www.digsafelynewyork.com
800 962-7962

NYS Department of Environmental Conservation (DEC)

www.dec.state.ny.us
(518) 402-8265

NYS Department of State

www.dos.state.ny.us
(212) 417-5800

**STEPS FOR BUILDING YOUR DUTCHESS COUNTY DEPT OF HEALTH [DCDOH]
APPROVED SEPTIC SYSTEM (Residential Lots Only) IN ACCORDANCE WITH
DCDOH POLICY AND PROCEDURE**

BEFORE CONSTRUCTION BEGINS

1. YOU APPLY FOR A BLDG. PERMIT AT YOUR TOWN BLDG. INSP's OFFICE.
2. YOUR BLDG. INSP. ISSUES A WORKFLOW SHEET [SAN34] WHICH IS THEN FORWARDED TO DCDOH CENTRAL OFFICE, REVIEWED, THEN SENT TO DCDOH DISTRICT OFFICE [D.O.] THAT SERVES YOUR TOWN.
[Allow several business days for this step.]
3. CALL THE DCDOH D.O. TO SETUP A PRE-CONSTRUCTION INSPECTION OF YOUR LOT WITH THE AREAS OF THE SEPTIC SYSTEM & WELL STAKED-OUT PER THE APPROVED PLAN.
4. AFTER THE PRE-CONSTRUCTION INSPECTION, THE SAN34 IS FORWARDED TO THE BLDG. INSP., GRANTING DCDOH APPROVAL TO ISSUE A BLDG. PERMIT.

BEFORE SEPTIC SYSTEM IS COVERED

5. BEFORE DCDOH FINAL INSPECTION: THE FILL PAD (if required) **MUST BE CERTIFIED BY YOUR ENGINEER USING THE DCDOH "CERTIFICATION OF FILL FOR SEWAGE DISPOSAL SYSTEM (HD-5)" FORM AND RECEIVED BY DCDOH D.O.**
6. **PRIOR TO COVERING THE SEPTIC SYSTEM** YOU MUST CALL THE DCDOH D.O. FOR A FINAL INSPECTION.
7. BEFORE RECOMMENDATION OF CERTIFICATE OF OCCUPANCY, ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED FOR FINAL REVIEW BY DCDOH: WELL COMPLETION REPORT TO DCDOH **CENTRAL OFFICE**, PUMP OR DOSING CHAMBER CERTIFICATION (if required) TO DCDOH **D.O.**, SPECIAL P.E. CERTIFICATION TO DCDOH D.O.
8. AFTER YOUR FINAL INSPECTION AND ALL SUPPORTING DOCUMENTATION IS RECEIVED AND REVIEWED, DCDOH D.O. THEN FAXES THE COMPLETED SAN34 TO THE BLDG. INSP., RECOMMENDING THE CERTIFICATE OF OCCUPANCY.

DCDOH – Environmental Health Services phone numbers

*NOTE: Please call the DCDOH DO between 9:30 & 11:00 AM and have the tax ID # or plan name and lot # ready

Central Office, Poughkeepsie	Voice (845)486-3404	Fax (845)486-3545
Beacon District Office	Voice (845)838-4801	Fax (845)838-4824
{Beekman; East Fishkill; Fishkill & Wappinger}		
Millbrook District Office	Voice (845)677-4001	Fax (845)473-5115
{Amenia; Clinton; Dover; Milan; North East; Pawling; Pine Plains; Pleasant Valley; Red Hook; Rhinebeck; Stanford; Union Vale & Washington		
Poughkeepsie District Office	Voice (845)486-3480	Fax (845)486-3545
{Hyde Park; LaGrange and Poughkeepsie}		
To Access This Form: http://www.co.dutchess.ny.us/CountyGov/Departments/Health/HDSepticSystemSteps.pdf		
e-mail: healthinfo@co.dutchess.ny.us		

TOWN OF DOVER

BUILDING & ZONING DEPARTMENT



In addition to Dig Safely New York regulations you must also comply with all Town of Dover Erosion and Sediment Control Regulations (Chapter 65 in the Town Code) and with New York State Erosion and Stormwater Control Laws and Regulations.

Failure to comply with these regulations and laws will result in the immediate revocation of any permits issued or a stop work order issued or the possibility of fines and jail time, or any combination of these measures.

All erosion control measures **MUST** be in place before any excavation is undertaken. In addition, any soil that is to be stripped and stockpiled for a period of longer than 7 days must be seeded down in a manner to prevent erosion. All erosion measurers must be maintained thru the entire construction period and to the extent required after that until the area is stabilized.

Anti-tracking pads must be installed and maintained, dust control measures must be utilized when and where required and portable sanitary facilities will be supplied at all construction site and be maintained as warranted.

Contacting UDig NY is the first step in your safe digging project. Whether you are planting a tree, installing a fence, or building a deck, no project that involves digging is too small. Digging without knowing the approximate location of underground utility lines within your work area could result in injury, repair costs, fines, and inconvenient outages for your community.

When you contact UDig NY for a location request, UDig NY processes the information you provide about the location of your planned digging project and notifies Member Facility Operators that have buried lines on or near your project site. The Member Facility Operator will then either clear the project site if they do not have any lines in close proximity to the project site, or else come to your project site and mark out the location of their lines, helping you to dig safely.

Contacting UDig NY is free and easy. You can place a location request on your computer by visiting Exactix.UDigNY.org, or over the phone by calling 811.

What hours and days is UDig NY open?

UDig NY operates 24/7/365 and location requests can be entered on the Exactix platform at any time. Normal location requests by phone should be placed between 8:00 a.m. and 5:00 p.m. Monday-Friday.

Where can I learn more about safe digging?

To learn more about safe digging for your DIY project, visit UDigNY.org/diyers/

UDig NY also posts important information on Facebook, Instagram Twitter, and YouTube. Follow @UDigNY to receive safety information and learn about events, contests



UDIGNY.ORG