TOWN OF CLAVERACK
Building Department
91 Church Street, PO Box V
Mellenville, NY 12544
PHONE 518- 672-4471 / FAX 518-672-4821

APPLICATION FOR BUILDING PERMIT

Please include the following with your application:

1. Two complete sets of plans of the proposed construction, showing materials to be used, details showing structural, mechanical, plumbing, electrical and energy code compliance as applicable. Where required by state law, these plans must be stamped by a NYS registered architect or engineer.
2. A plot plan or land survey showing the proposed work in relation to property boundaries, existing structures, as well as the location and size of any septic disposal systems.
3. Proof of Worker's Compensation insurance (C105.2 or U26.3) and proof of Disability Benefits Compensation (DB120.1) Homeowners or Sole Proprietors may provide CE-200 Certificate of Attestation of Exemption
4. Dutchess County Board of Health approval where required (new construction, changes to number of bedrooms).

Applicant/Contractor: Name: _____

Mailing Address:_____

Phone:_____ Email:_____

☐ Contractor's insurance information attached or ☐ Exemption form attached

Property Owner: Name:_____

Address:_____

Phone:_____ Email:_____

Letter of Authorization included ☐ or Property Owner same as Applicant ☐

Property: Address:_____

Tax grid ID number:_____ Zoning District:_____

Type of construction: ☐ Residential ☐ Commercial ☐ Agricultural

Valuation of proposed work:_____ **Dimensions:** _____

Square footage: Basement:_____ 1st story:_____ 2nd story:_____

Garage: Attached / detached:_____ Decks:_____

Total:_____

Description of proposed work:_____

_____

_____

TOWN OF CLAVERACK APPLICATION
FOR BUILDING PERMIT

Please read and initial each line below before signing the building permit application.

1. This application for a building permit shall be filed with the Building Inspector and a Building Permit issued prior to beginning any construction, installation or alteration of any building or structure in the Town of Stanford. _____
2. No structure or improvement may be occupied, or used in whole or in part, until a Certificate of Occupancy or Certificate of Compliance has been issued by the Town of Stanford Building Inspector. _____
3. Building Permits shall be visibly displayed at the job site, and remain visible until the work has been completed. _____
4. Work shall remain accessible and exposed until inspected and approved by the Building Inspector, and it is the responsibility of the applicant to schedule all required inspections.
5. Building Permits are valid for (1) year from date of application. _____
6. All work must be performed in accordance with the construction documents submitted and accepted as part of the application, and with all applicable State and Town laws, ordinances and regulations. The Building Inspector shall be notified immediately in the event of any changes occurring during construction. _____

Fees: $40.00 upon submission of application and Cost of Construction fees payable upon approval of building permit application and prior to issuance of Building Permit.

Applicant:_____ Date:_____
Signature

Building Inspector:_____ Date:_____

_ _

FOR OFFICE USE ONLY: Permit no._____ Permit fee: _____

☐ Zoning Approval ☐ Insurance ☐ Plans and Site Plan ☐ Plan Review

Reason if Denied/Referred:_____

Type of Construction: **I II III IV V A B** Use and Occupancy Group:_____

Assembly Occupant Load:_____ Automatic Sprinkler System: **Y / N** Required: **Y / N**

#Bedrooms:_____ #Bathrooms:_____ #Kitchens:_____ Basement Finished: **Y / N** Sq. Ft._____

_____

_____

_____

_____