

TOWN OF BLOOMING GROVE COMMERCIAL BUILDING PERMIT APPLICATION

DATE ____ PERMIT # ____ S/B/L ____ ZONING DISTRICT

Applicant's Name _____ Phone # _____

Owner's Name _____ Phone # _____

Mail Address _____ Property Location

Existing Use _____ Permit Type _____

Property located in flood zone: Yes _____ No _____

PERMIT FEE:

Square footage of space _____ x \$140.00 = Est Cost of Construction \$ _____

1% of Cost of Construction = Permit Fee \$ _____

Septic/Well Review Fee \$800.00 (must submit separate check)

Architect/Engineer Name _____ Phone # _____

Contractor Name _____ Phone # _____

MUST SUBMIT COPY OF LIABILITY INSURANCE NAMING TOWN AS CERTIFICATE
HOLDER & ADDITIONAL INSURED AND WORKMAN'S COMPENSATION

Electrician Name _____ Phone # _____

MUST SUBMIT COPY OF ORANGE COUNTY ELECTRICAL LICENSE

Highway Permit: Yes _____ No _____ Permit # _____

NYS DOT _____ County DPW _____ Town _____

PLEASE BE ADVISED: IT IS THE APPLICANT/CONTRACTOR'S RESPONSIBILITY
TO SCHEDULE ALL INSPECTIONS, VERIFY INSPECTIONS PASSED &
RESCHEDULE 2ND INSPECTIONS. THERE WILL BE A \$100.00 CHARGE FOR A 3RD
INSPECTION IF 1ST & 2ND FAILED. PERMITS EXPIRE AFTER ONE YEAR FROM
ISSUE DATE. THERE WILL BE A \$125.00 FEE TO CLOSE AN EXPIRED PERMIT.

FOR COMMERCIAL BUILDING PERMITS ONLY

STRUCTURAL PLAN REVIEW

Project Name _____ Date _____
Architect/Engineer Preparing Plans: _____
Architect/Engineer Certifying Plans prepared by others* _____

*In accordance with Section 29.3 of the Rules of the NYS Board of Regents "... a licensee who signs and seals documents not prepared by the licensee or by an employee under the direct supervision shall prepare ... a thorough written evaluation of the professional services represented by the documents..."

Submit Written Evaluation _____

The following items should be submitted, if circled, by the project architect/engineer:

OCCUPANCY _____ CONSTRUCTION TYPE _____ FIRE AREA _____
BUILDING SIZE: Stories _____ area/floor _____ basement _____ other _____
SOIL BEARING VALUE: Assumed _____ Boring Report _____
ALLOWABLE STRESS OF MATERIALS: Controlled Materials - working stresses:
Lumber: Grades _____ Working Stresses _____ Trusses _____
Concrete: General _____ Framed Floors _____ Lightweight _____ Other _____
Steel: General _____ High Strength _____ Joists/Trusses _____ Other _____

DESIGN LOADS:

Floors: Live _____ (storage, equipment, corridor) Dead _____ Materials _____
Roof: Live _____ (inc./ht. Changes) _____ Dead _____ Materials _____
Wind: _____ Uplift/Overturning _____ Concentrated _____ Combined _____
Horizontal Impact _____ Retaining Wall _____ Elevator Machine _____
Temporary _____

ANALYSIS: Certification of design conformity with NYS Uniform Fire Prevention and Building Code.

Submit design calculations for the following:

_____ Typical framed floor assembly _____ Typical framed roof assembly
_____ Typical Column (roof to footing) _____ Retaining Walls
_____ Horizontal Loads _____ Other _____ Details

TESTING OF STRUCTURAL ASSEMBLIES AND CONSTRUCTION OBSERVATION:

Submit results certified by the Architect or Engineer for the following:*

_____ Soil Bearing Capacity _____ All Materials at variance with certified plans
_____ Certifications of high strength materials
_____ Concrete strength and quality
_____ Structural Steel inspection (laboratory for connections, certification of as-built)

* If certifications of material assemblies are made after the issuance of a building permit by NYS licensed professionals other than those having prepared the plans, a thorough written evaluation of the alteration shall be prepared and submitted. This shall not be required for individual items, i.e. trusses, joists, etc. in conformance with the approved plans.

TOWN OF BLOOMING GROVE
PERMIT APPLICATION INSTRUCTIONS

1. The work covered by this application **may not** commence prior to the issuance of a building permit.
2. Two (2) certified plot plans showing location of lot, proposed building, all setback requirements, elevations, adjoining properties, proposed driveway, public roads, septic system design and well must be submitted with application.
3. Two (2) complete sets of plans – including electric, plumbing, foundation – stamped by a NYS licensed engineer or architect (unless waived by Building Inspector) must be submitted with application.
4. Two (2) complete sets of septic system design stamped by NYS licensed engineer or architect must be submitted with application.
5. Electrical plans for all building uses except single & two family dwellings shall have a load current analysis and a short circuit (fault current) analysis provided with electrical plans. The electrical plans shall be signed and stamped as per NYS regulations.
6. **An architectural review will be done on all commercial building plans. Charges must be reimbursed to the Town by the applicant before a building permit will be issued.**
7. A **pre-construction meeting** will be held prior to permit being issued.
8. The building permit must be kept on the premises at all times and the permit number must be displayed at the site in **6" numbers visible from the road.**
9. Modular homes (State Building Code) require a NYS H.U.D. stamp. Local building code requires all application for modular homes stamped by a NYS licensed engineer or architect. All applications for Modular homes to be accepted and reviewed in person by the Building Inspector.
10. No water or sewer connections shall be made without approval from those departments.
11. A driveway permit must be obtained from the proper authority (Town Highway, County DPW, State DOT) before a permit will be issued. A copy of approved subdivision plan must be available at time of location inspection. Paving & drainage culvert requirements will also be reviewed with the applicant/contractor during the location inspection.
12. No Town road shall be altered or disturbed in any way without first obtaining a street opening permit from the Town Clerk. After receipt of permit, but prior to the commencement of work, the Highway Department shall be notified to arrange any necessary inspections. Trench backfill shall consist of dry, granular material placed and well compacted in 8" maximum lifts.
13. Highway Department must be notified prior to doing any site work within the Town right-of-way (curbs, sidewalks, paving, drainage, landscaping, etc.)

14. As per part 607 & 608 of the Uniform Code, all OSHA and other applicable safety regulations shall be followed by the building permit applicant and or their contractors.
15. All fireplaces & woodstoves must be inspected by the Fire Inspector before the walls are closed.
16. Americans with Disabilities Act is a Federal law. Plans must state in compliance by architect.
17. Insurance – Liability insurance naming the Town of Blooming Grove as Certificate Holder & Additional Insured and Workman's Compensation insurance as per Section 125 of the General Municipal Law (ACCORD form not acceptable) must be submitted.
18. Permit required before any demolition or blasting (license required) work can commence.

COMMERCIAL/MULTIPLE DWELLING INSPECTION SCHEDULE

24 HOUR ADVANCE NOTICE REQUIRED FOR ALL INSPECTIONS

NO SPECIFIC TIMES GIVEN

1. Footings 42" deep – forms are to be free of all water, mud, ice, rocks, loose soil and all other foreign matter
2. Foundation – concrete wall prior to pouring
3. Slab & under slab plumbing – basement & garage
4. Footing drains – prior to backfill
5. Rough plumbing – before walls are enclosed
6. Plumbing test – as per Section 907 of NYSFP and BC
7. Framing
8. Fireplace/ Woodstove – manufacturer's specifications
9. Insulation
10. Street opening – Highway Dept.
11. Septic – Town Engineer before backfill
12. Town Water & Sewer – taps
13. Driveway – Highway Dept.
14. Sidewalks & Curbs – Highway Dept.
15. **FINAL INSPECTION PRIOR TO C/O BEING ISSUED**
 - A) Electrical – sticker placed on panel box by Town authorized electrical inspector, proof of certification to Building Dept.
 - B) Certified "as-built plan" of septic & well, septic certification letter from design engineer, DEC Well Log & final water test results submitted and approved by Town engineer.
 - C) NYS License # of Fire/Smoke Alarm installer.
 - D) Final driveway sign-off – Highway Dept.
 - E) Final inspection by Building Inspector
 - F) Compliance with all approved subdivision & site plan requirements- Planning Board Engineer (if applicable)
 - G) Affidavit of Superintendent signed by design architect/engineer must be submitted
 - H) FEES – all fees associated with the building permit, including plan review fees, must be paid in full.

***NO BUILDING SHALL BE USED OR OCCUPIED UNTIL A
CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.***

TOWN OF BLOOMING GROVE
BUILDING DEPARTMENT
WELL & SEWAGE DISPOSAL FACILITIES

S/B/L _____

PROPERTY LOCATION _____

OWNER NAME _____ PHONE # _____

OWNER ADDRESS _____

SYSTEMS TO BE DESIGNED BY A LICENSED ENGINEER

ENGINEER NAME _____ PHONE # _____

WELL DRILLER _____ PHONE # _____

UPON COMPLETION, DEC WELL LOG & WATER TEST RESULTS TO BE SUBMITTED

SDS CONTRACTOR _____ PHONE # _____

BEDROOMS _____ BATHS _____ SHOWERS _____ KITCHENS _____

SOURCE OF WATER SUPPLY: PUBLIC _____ WELL _____

UPON COMPLETION, ENGINEER CERTIFICATION LETTER &

AS-BUILT TO BE SUBMITTED

**TOWN OF BLOOMING GROVE
P O BOX 358
BLOOMING GROVE, NY 10914
Phone (845) 496-7011 X725 Fax (845) 496-1945**

**AFFIDAVIT OF ARCHITECT/SUPERINTENDENT
REQUIREMENTS**

Except for one and two-family dwellings, all permits requiring signed and sealed plans by a NYS licensed architect or engineer require that the Affidavit of Architect shall be signed and notarized by the design professional who signed and prepared the plans or by an architect/engineer who inspected and observed the work for which the Certificate of Occupancy is requested.

Affidavit of Superintendent for one and two-family dwellings can be signed by the person who supervised the work and who, by their experience, is qualified to superintend the work for which a Certificate of Occupancy is being sought. This person must be able to demonstrate to the Town their experience in the construction trade. *A homeowner cannot sign the Affidavit of Superintendent.*

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF ARCHITECT

PERMIT NUMBER _____

SECTION _____ BLOCK _____ LOT _____

PROPERTY LOCATION _____

State of New York:

SS:

County of Orange:

I, _____, licensed Engineer or Architect who prepared the plans, or licensed Engineer or Architect who observed and inspected the work for which a Certificate of Occupancy/Compliance is being sought, hereby certifies that the building constructed under Town of Blooming Grove Building Permit Number _____ has been constructed as per plans and specifications accepted for the building permit, and that all work and materials meet the standards and specifications for which they were designed and that the building is safe for human occupancy/use. This affidavit shall be stamped and sealed by the signing Architect or Engineer.

Signature

Sworn to before me this

_____ day of _____, 20__

Notary Public

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF SUPERINTENDENT

PERMIT NUMBER _____

SECTION ____ BLOCK ____ LOT ____

PROPERTY LOCATION _____

State of New York:

SS:

County of Orange:

I, _____, the person who observed the work for
(print name)

which a Certificate of Occupancy/Compliance is being sought, hereby certifies that the building constructed under Town of Blooming Grove Permit Number _____ has been constructed as per plans and specifications accepted for the building permit, and that all work and materials meet the standards and specifications for which they were designed and that the building/structure is safe for human occupancy/use.

Signature

Sworn to before me this

_____ day of _____, 20__

NOTARY PUBLIC

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF FINAL COST OF CONSTRUCTION

PERMIT NUMBER _____

SECTION _____ BLOCK _____ LOT _____

PROPERTY LOCATION _____

State of New York:

SS:

County of Orange:

_____, being duly sworn, deposes and says he/she is the applicant/agent named in the application for Building Permit dated _____ relating to construction or other work to be performed on, or in connection with, the premises located at _____, Town of Blooming Grove.

The estimated cost stated in said application of construction or other work described therein was _____ Dollars (\$ _____); the actual final cost was _____ Dollars (\$ _____). The said construction or other work was performed in accordance with the applicable provisions of the law.

Signature

Sworn to before me this

_____ day of _____, 20____

Notary Public

Permit Fee Paid \$ _____
Filed Cost \$ _____
Final Cost \$ _____
Add'l Fee Due \$ _____

Cost for work described in the application for Building Permit includes the cost of all the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost on the application, there will not be portions refunded.

NOTE: AT THE TIME OF THE FINAL INSPECTION FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, YOUR ESTIMATED COST OF CONSTRUCTION WILL BE RE-EVALUATED. THIS PROCESS MAY ADD TO YOUR ORIGINAL ESTIMATED COST OF CONSTRUCTION, THEREBY INCREASING YOUR BUILDING PERMIT FEE.

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF FOOTING PLACEMENT

Date: _____

I, _____, have determined the soil-bearing
(Design Professional or Special Inspector)

capacity required by the Design Professional has been achieved and the forms and
concrete have been placed as per the requirements of the Design Professional and
the NYS Building Code and reference standards for building permit # _____.

Signature

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF FOUNDATION PLACEMENT

Date: _____

I, _____, have erected the forms, installed any
(Design Professional or Special Inspector)
reinforcement, and placed the concrete that was required by the Design
Professional and the NYS Building Code and reference standards for
building permit # _____.

Signature

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF PLUMBING

Date: _____

I, _____, have installed all of the plumbing
(Design Professional or Special Inspector)

systems, including water and waste piping, as required by the Design Professional
and the NYS Building Code and reference standards for permit # _____.

Signature

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF STRUCTURAL FRAMING

Date: _____

I, _____, have followed the plans and
(Design Professional or Special Inspector)
requirements of the Design Professional and the NYS Building Code and
reference standards to include the species and grades of structural lumber
and the fastening requirements for structural members, sheathing for walls, floors
and roof for building permit # _____.

Signature

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF ELECTRICAL WORK

Date: _____

I, _____, have installed the electrical system
(Design Professional or Special Inspector)
required by the Design Professional and the NYS Building Code and reference
standards for building permit # _____.

Signature

**TOWN OF BLOOMING GROVE
COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR**

AFFIDAVIT OF ENERGY CODE

Date: _____

I, _____, have installed the insulation as
(Design Professional or Special Inspector)
required by the Design Professional and the NYS Energy Code and reference
standards for building permit # _____.

Signature