

TOWN OF WAWARSING BUILDING DEPARTMENT
108 Canal Street, PO Box 671, Ellenville, New York 12428
Phone: 845-647-7800 ext.5 Fax: 845-647-1824
wawbuilding@gmail.com

rev. Dec. 2013

General Permit Application Checklist

Please return this with your application.

When receiving a permit application we check for all of the following details:

- Payment for the fee is able to be submitted with the application.
- The applicant is either the owner or has an appropriate proxy statement from the owner.
- All relevant parts of the application form are completed.
- Proof of either Worker's Compensation and Disability Insurances or Exemption(s)
 - Must specifically list the Town of Wawarsing as a certificate holder
 - Legal entity name and address match general contractor's name and address listed on the permit application.
 - Insurance exemption form(s) is/are signed and dated.
 - For CE-200, specific job address must match address on permit application.
- A map of the land parcel which shows where the proposed work would be done and:
 - existing structures & utilities both above ground & under when appropriate
- Two sets of construction documents, (such as detailed drawings), have been provided.
- Proof of energy code compliance has been submitted, (such as ResCheck or ComCheck reports). (This is only required for new habitable buildings or additions.)
- An Ulster County permit to construct a waste disposal system has been provided. (This is usually only required for increasing the occupant load or a change of use).
- A copy of the permit for a roadway entrance has been provided, (when appropriate).
- Current known violation(s) and/or complaint(s) associated with the property is/are noted.
- A preliminary site inspection has been scheduled.

NOTE: Missing details may cause a received application to be rejected. A review of the details provided may cause an application to be rejected. We won't receive incomplete applications.

rev. April. 2014

Do not begin work until you have received an actual permit.

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Construction Documents

(drawings and/or specifications)

Make sure at least two copies of construction documents are provided which:

- Adequately define the scope of the proposed work;
- Have an original stamp and signature by an architect or licensed professional engineer who is licensed by New York State;
 - That includes all plans involving changes affecting either any building's structural safety or its public safety.
 - That also includes any alterations costing more than \$20,000.
 - Except...
 - One or two family homes with a combined habitable area of less than 1500 square feet;
 - Farm buildings use directly and solely for agricultural purposes;
- Indicate with sufficient clarity and detail the nature and extent of the work proposed;
- Substantiate that the proposed work will comply with the Uniform Code and the Energy Code
- Where applicable, include a site plan that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the building and structures and the lot lines.

Construction documents for a permit application will be rejected unless they satisfy at least the requirements listed above.

One set of construction documents shall be retained by the Code Enforcement Officer, and a matching set of construction documents marked as approved by the building department shall be returned to the applicant. Keep the construction documents marked as approved at the work site for use by Code Enforcement personnel during inspections.

Note: The return of a set of construction documents marked as accepted by the building department shall not be construed as authorization to commence work, nor does it indicate that a building permit will be issued.

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