



Town of Rosendale Building Department
1915 Lucas Ave.
Cottkill, New York 12419
Phone: 845-658-3159 Ext 4 / Fax: 845-658-8744
BuildingInspector@TownofRosendale.com

NO construction, erection, enlargement, alteration, removal, improvement, demolition conversion or change in the nature of occupancy of any building or structure shall be done without first obtaining a building permit for each such building or structure, except that no building permit shall be required for the performance of ordinary repairs which are not structural in nature.

ATTACHED TO THE APPLICATION SHALL BE THE FOLLOWING: (as checked)

- Two sets of plans and specifications (plans to bear the signature of the person responsible for the design and drawings).
- Energy compliance worksheet: REScheck / COMcheck/ (New Construction Only)
- Signature and stamp of a New York State licensed engineer or architect required.
(Required if 1500 sq. ft. or \$20,000 total cost of construction or as requested by the Building Inspector)
- Copy of deed to the property (As requested)
- Plot plan drawn to scale showing location and site of all proposed new construction and all existing structures on the site and distance from property lines.
- Affidavit is required if not the property owner
- Directions to the property
- Proof of liability insurance (Homeowners and Contractors)
- Proof of workers compensation insurance or CE -200 (Contractor) and /or BP-1 (Homeowner)
- Ulster County Health Department approval to construct a septic (New Construction only)
- Curb cut permit for driveway: Town/ County/ State highway department (New Construction only)
- Other _____

Amendments to the application or to plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Building Inspector.



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APPLICATION FOR BUILDING PERMIT

Date: _____

Permit Number _____

1. PROJECT LOCATION AND INFORMATION

Number and Street Address _____

SBL Number _____

Owners Name _____ Phone Number _____

Owners Address _____ Zip Code _____

E-mail _____

Applicants Name _____ Phone Number _____

Applicant Address _____ Zip Code _____

E-mail _____

2. TYPE OF CONSTRUCTION OR IMPROVEMENT

New Building – Proposed Use _____

Conversion- Current Use _____

Addition _____

Alteration _____

Repair/ Replacement _____

Relocation _____

Demolition _____

Electrical Upgrade _____

Accessory Structure _____

3. DESCRIPTION OF PROJECT

Please Circle All That Applies

Addition	Basement	Deck/Porch	Garage	Utilities
Family Room	Full	Open	Attached	Electric
Kitchen	Partial	Covered	Detached	Gas
Den Bedroom	Crawl	Enclosed		Other- _____
Bath - Full or Half	Slab	Screened		
Other- _____	Pier	Other- _____		

4. ESTIMATED COST OF PROJECT

Contractors Estimate _____

Homeowners Estimate _____

5. CONTRACTOR INFORMATION

<u>Architect /Engineer:</u>	<u>General Contractor:</u>
Name: _____	Name: _____
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
E-mail: _____	E-mail: _____

<u>Electrical Contractor:</u>	<u>Plumbing Contractor:</u>
Name _____	Name _____
Address _____	Address _____
Phone Number _____	Phone Number _____
E-mail: _____	E-mail: _____

6. SIGNATURES

Building Inspector - Date

Homeowner /Contractor – Date

Important Notices

1. Work conducted pursuant to a Building Permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Town of Rosendale, and all other applicable codes, rules or regulation.
2. It's the owner/contractor's responsibility to contact the Building Inspectors Office at least 24 hrs prior to requested inspection. *More than one inspection may be necessary.
3. Owners hereby agree to allow the Code Enforcement Officer to inspect the sufficiency of the work being done pursuant to this permit.
4. Building permit must be displayed for visibility from the street nearest to the site of the work being conducted.

OFFICIAL USE ONLY

Permit to Build	Approved	Disapproved
Permit to Install	Approved	Disapproved
Permit to Demolish	Approved	Disapproved
Permit to Use	Approved	Disapproved

Not in conformance with _____
Reason _____
Alternative _____

Building Inspector/Code Enforcement Officer

Approved By _____

Fee Received _____ Date _____