



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)

- Application Fee (\$25.00)
- 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 Structure – (Proposed Use) _____

Conversion/Alteration - _____

Addition (Family Room, Kitchen, Den, Bedroom, Bath - Full or Half)

Repair/ Replacement _____

Demolition _____

Electrical Upgrade _____

Accessory Structure _____

Deck/Porch (Open, Covered, Enclosed, Screened) _____

Garage (Attached or Detached) _____

Utilities (Electric, Gas, Solar or Other) _____

Other _____

3. DESCRIPTION OF PROJECT

4. ESTIMATED COST OF PROJECT

Contractors Estimate _____ Homeowners Estimate _____

5. SIGNATURES

Building Inspector Signature - Date

Homeowner or Contractor Signature – Date

6. CONTRACTOR INFORMATION

Architect /Engineer:

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

General Contractor:

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Electrical Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

Plumbing Contractor:

Name _____

Address _____

Phone Number _____

E-mail: _____

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 _____

Not in conformance with _____

Reason _____

Alternative _____

Building Inspector/Code Enforcement Officer

Approved By _____

Application Fee Received _____ Date _____

Permit Fee Received _____ Date _____