



## TOWN OF PLEASANT VALLEY

### CHANGE OF OCCUPANCY AND USE PERMIT

Each application must be completely filled out, notarized, and accompanied by, a plot plan, evidence of liability insurance, proof of worker's compensation insurance (or exemption from worker's compensation), owners consent (notarized), a floor plan, and a wall/cross section of the proposed construction showing location, dimensions and type of material used. Additional drawings and information may be required depending on size, complexity, location, and intended use of the building. The Impervious Permit Application must be filled out for all exterior structures.

If you are a contractor applying for a customer and wish to have a permit mailed to you, you must supply a self-addressed stamped envelope. Otherwise the permit and/or Certificate of Occupancy/Compliance will go to the homeowner only.

All applicable fees (see attached Schedule of Fees) are payable at time of application. Validity period and renewal are as per §98-88B of the Code of the Town of Pleasant Valley.

The following conditions may delay, inhibit or prevent the issuance of a Construction Permit:

- Incomplete/insufficient information provided at time of application
- Bulk and or Setback Requirements, flood plain or wetland restrictions, and other Zoning requirement not met or complied with
- Special Use Permit or Area/Use Variance from the ZBA (if required)
- Site Plan Approval from the Planning Board required (if required)
- Driveway permit and approval from the Dutchess County Department of Health
- Existing un-remedied zoning/building violations and/or fees

The specifically affected area of a building for which a Building Permit has been issued shall not be occupied or used in whole or in part for any purpose or reason prior to the issuance of the Certificate of Occupancy/Compliance. Certificates will be issued upon verification of the following:

- Verification of adherence to the State Building Code by the Pleasant Valley Building Inspector at applicable phases of construction: footings, foundation, framing, electric and plumbing, insulation and final inspection.
- Certificate of electrical inspection from a NY State certified inspection agency
- Approval of driveway construction (if required).
- Approval of the septic system and water supply by the DC Health Department, (if required).

Phone Numbers:

PV Building Inspector & Zoning Administrator	635-8395
DC Department of Health (Millbrook Office)	677-4001
Electrical Inspectors	Thomas Lejuene 373-7308
	Bill Jacox 876-8794
	David Scism 757-5916
PV Highway Superintendent	635-3154



Town of Pleasant Valley, Dutchess County, New York  
 Office of the Zoning Administrator  
 1554 Main Street, Pleasant Valley, NY 12569  
 Ph: (845) 635-8395 Fax (845) 635-4152

Application for: **CHANGE OF OCCUPANCY AND USE PERMIT**

<u>For office use only</u>			
Application Date: _____	Permit #: _____	OK to Issue: _____	Permit Fee: _____
		Receipt #: _____	Check#: _____

This application must be *fully completed* and submitted to the Building/Zoning Office at Pleasant Valley Town Hall, along with complete set of plans of the proposed use. The drawings must show the material and equipment to be used, and the details of structural, mechanical, plumbing and electrical installations. The Building Inspector may require that these plans be stamped and signed by a New York State registered architect or engineer. If the applicant is not the owner, a consent form must be executed (see attached). The Impervious Surface application must be completed for all exterior structures.

Applicant Name: _____	Ph.#: _____			
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Property Owner Name: _____		Ph.#: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Project Location: _____	Tax Grid #: _____	Zoning District: _____		

Proposed Work:  New Construction  Addition  Alterations  Installations  Change of Occupancy

Dimensions: Front: _____, Rear: _____	Depth: _____, Height: _____
Estimated Cost: \$ _____	Total Square Footage: _____
Existing Use and Occupancy: _____	
Description of Proposed Work: _____	

I hereby certify that I have read, understand and will comply with the following:

1. The work covered by this application may not be commenced before the issuance of this Permit
2. This Permit becomes void if the work is not started within one year of date issued
3. This permit must be kept at the construction site and the Permit Placard must be visibly posted
4. Each Change of Occupancy and Use Permit expires 12 months from the date issued and may, upon application for renewal, be extended for one additional year
5. The applicant agrees to comply with all applicable laws, ordinances

**Note:** No work which requires an actual building permit pursuant to the NYS 2016 International Building Code shall be performed under this Change of Occupancy and Use Permit

The specifically effected area of a building for which a COOU Permit has been issued shall not be occupied or used in whole or in part for any purpose or reason prior to the Issuance of a Certificate of Occupancy/Compliance.

All phases of construction are inspected at the appropriate time through the Building Department with at least 24 hours' notice, with the exemption of the electrical inspection which is performed by the NYS underwrites. (see cover)

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



## Town of Pleasant Valley Owner's Consent Notice

Date: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Records Owner: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

I (We) \_\_\_\_\_ Herby give  
(Owner – Please Sign)

Consent To: \_\_\_\_\_  
(Applicant)

To act as my (our) agent with regard to the application made to the Building Department/ Planning Board/Zoning Board of Appeal, concerning the referred property.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Must be Notarized)



## **NOTIFICATION OF COMPLIANCE WITH TOWN LAW PRIOR TO MOVING IN, OCCUPANCY, AND BUSINESS OPENING**

**TO ALL TENANTS – PLEASE BE AWARE THAT PURSUANT TO THE CODE OF THE TOWN OF PLEASANT VALLEY, PLEASE NOTE THAT BEFORE OPENING YOUR BUSINESS, THE FOLLOWING REQUIREMENTS MUST BE COMPLIED WITH:**

- 1. YOU MUST FIRST APPLY FOR A BUILDING PERMIT FOR A CHANGE OF OCCUPANCY AND USE.**
- 2. ONCE ISSUED AND ANY WORK REQUIRED IS COMPLETED, YOU MUST INFORM THIS OFFICE IN ORDER FOR A FINAL INSPECTION TO BE CONDUCTED BY THE BUILDING INSPECTOR OR FIRE AND SAFETY INSPECTOR.**
- 3. PRIOR TO MOVING INTO AND OCCUPYING YOUR LEASED SPACE, AND PRIOR TO OPENING YOUR BUSINESS, YOU MUST FIRST BE ISSUED AND RECEIVE YOUR CERTIFICATE OF OCCUPANCY.**
- 4. ONCE ALL REQUIREMENTS ARE DEEMED TO BE SATISFIED A CERTIFICATE OF OCCUPANCY WILL BE ISSUED TO YOU.**
- 5. YOU MAY OBTAIN THE NECESSARY FORMS AND INFORMATION FROM THE BUILDING-PLANNING-ZONING DEPARTMENT AT THE PLEASANT VALLEY TOWN HALL, LOCATED AT 1554 MAIN STREET, PLEASANT VALLEY, NY.**
- 6. PLEASE NOTE THAT IF YOU DO NOT FOLLOW THESE PROCEDURES AS SET FORTH IN TOWN AND STATE LAW, THIS WILL BE UNLAWFUL AND WILL CONSTITUTE VIOLATION(S) OF THE CODE OF THE TOWN OF PLEASANT VALLEY.**
- 7. THIS CARRIES PRESCRIBED PENALTIES WHICH MAY INCLUDE FINES, INCARCERATION OR BOTH. THANK YOU FOR YOUR COOPERATION.**

**Please contact the Building-Planning-Zoning Office with any questions or comments you may have. We can be contacted by any of the following procedures:**

- a) in person here at the Town Hall;**
- b) by written return letter;**
- c) by telephone at 845-635-8395;**
- d) by fax at 845-635-1452 and**
- e) by email for the undersigned at [mwhite@pleasantvalley-ny.gov](mailto:mwhite@pleasantvalley-ny.gov)**
- f) by email for Lisa at [lpfitscher@pleasantvalley-ny.gov](mailto:lpfitscher@pleasantvalley-ny.gov)**
- g) by email for Sonia at [sjames@pleasantvalley-ny.gov](mailto:sjames@pleasantvalley-ny.gov)**

**Sincerely,**

**Michael J White**

**Michael J. White**

**Zoning Administrator and Code Enforcement Officer**