



## TOWN OF PLEASANT VALLEY

### PERMIT APPLICATION

#### Heating Equipment and Oil Tanks/Boiler Equipment and Electrical 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.

**Please be sure that a Smoke Detector is in every bedroom AND outside the bedroom area (within 12 feet of the bedroom areas) and that a carbon Monoxide Detector is on every level with a sleeping area and on every level that has a fuel fired appliance, i.e. Wood stove, Pallet stove, Fireplace, Furnace and gas stove (cooking or Gas Fireplace).**

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 §98-88E of the Code of the Town of Pleasant Valley.

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

- Incomplete/insufficient information provided at time of application
- Existing un-remedied zoning or building violations.
- Unpaid fees

Certificate of Occupancy/Compliance. Certificates will be issued upon verification of the following:

- Verification of adherence to the NY State Building Code by the P.V. Building Inspector at applicable phases of construction: footings, foundation, framing, electric and plumbing, insulation and final inspection.
- Inspection and approval of the electrical installation by the NY State certified inspector.
- Pressure Test certificate for propane tank installations.

Phone Numbers:

PV Building Inspector & Zoning Administrator	635-8395
DC Department of Health (Millbrook Office)	677-4001
Electrical Inspectors	Thomas Lejuene 373-7308
	Black Electric 485-8700
	Veith Electric 485-2900
	David Scism 757-5916
	Pat Decina 298-6792
	Z3 471-9370
	The Insp. LLC 518-481-5300

**TOWN OF PLEASANT VALLEY**  
**Building Permit Application Check List**

Documents Required\*:

1. Full application package filled out completely
2. Impervious Surface Permit Application - if applicable
3. Plot Plan filled in with all dimensions and locations of proposed work
4. Home Owners insurance – copy of the declaration page
5. Certificate of Workers Compensation (notarized) – if applicable
6. Certificate of Liability Insurance
7. Electrical Certifies - if applicable
8. Owners Consent – **Notarized**
9. Plans – sufficient in detail so as to be reviewed by the Building Inspector
10. Dutchess County San 34 Form – if applicable
11. Dutchess County San 35 Form – if applicable
12. Permit for Work on Town Road – driveway permit triplicate application – if applicable
13. Driveway connection specification sheet relative to the above – if applicable

*\*Not all Items and Forms will be Applicable for Every Application*

## Schedule of Fees

<b><u>Building Permits</u></b>		
A.	Residential, Manufactured, Mobile Homes	.50 per Sq. Ft. *
B.	Commercial	.60 per Sq. Ft.*
		*Minimum \$100
C.	Agricultural building in agricultural district pursuant to New York State Agriculture market Law §305a(1) i. Application ii. Inspection Fee	.15 per Sq. Ft - \$750 Maximum \$100 per inspection - \$200 Maximum
D.	Roof Replacement (Structural)	\$100
E.	Pool Permit: Above Ground In-Ground	\$100 \$200
F.	Demolition Permit: i. Residential ii. Commercial	\$100 \$100
G.	Supplement Heating Device (Woodstove, Pellet Stove, Gas Fireplace etc.)	\$100
H.	Occupancy Change for Commercial Use: i. No Physical Change ii. With Physical Change  (Requires review by Fire and Zoning Administrator)	\$100 \$200
I.	Electrical	\$100
J.	Start-up/Fit-up	\$100
<b><u>Fire Inspection</u></b>		
A.	Up to 1000 Sq. Ft.	\$50
B.	1000 Sq. Ft. to 5000 Sq. Ft.	\$100
C.	Over 5000 Sq. Ft.	\$150
D.	Oil Tank – Replacement/Abandonment/Replacement Above or Underground	\$100
<p><b><u>All Fees Doubles for as built Conditions</u></b>  <b><u>Building Permits are good for one year from date of issuance. Permits must be renewed annually</u></b></p>		

## **Procedures – Applying / Closing Building Permits**

1. Apply for a Building Permit; fill out, complete and submit all applicable documents.
2. Once work is completed:
  - a. For Electrical: Obtain a Completion of Work Certificate from Electrical Inspector.
  - b. For Electrical and Building, follow steps 3 and 4, below:
3. Call the Building Department to Schedule an Appointment with the Building or Fire Inspector for a final inspection.
4. Once the Final Inspection has been completed, a CC/CO is issued by the Town thus closing the Permit.

Note: Building/Electrical Permit should be Renewed if the work is not complete.

Renewals should occur *before* your permit expires.

Once your permit expires, the fee will need to be paid again.

No CC/CO will be issued on an Expired Permit, as that permit, once expired, no longer exists.

## SECTION AJ304 ALTERATIONS - LEVEL 2

**AJ304.1 Scope.** Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

**AJ304.2 Application.** Level 2 Alterations shall comply with the provisions of Section AJ5 for Level 1 alterations as well as the provisions of Section AJ6.

**Exception:** work area in which the alteration work is exclusively, plumbing, mechanical or electrical shall not be included in the computation of total area of all work area.

## SECTION AJ604 FIRE AND LIFE-SAFETY PROTECTION

**AJ604.1. Smoke Alarms.** When interior alterations occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

**Exception:** in other than bed and breakfast dwellings, smoke alarms in existing areas shall not be required to be interconnected and hard wired, where interior wall or ceiling finishes are not removed to expose the structure.

**AJ604.1.1. Power Source.** Smoke alarms shall be permitted to be battery operated when installed in building without commercial power or an on-site electrical power system or in buildings where existing interior wall or ceiling finishes are not removed to expose the structure.

**AJ604.1.2. Interconnection.** Smoke alarms shall not be required to be interconnected where battery operated alarms are permitted.

**AJ604.2. Carbon Monoxide Alarms.** When level two alterations occur, the individual dwelling unit shall be provided with carbon monoxide alarms as required for new dwelling.

**Exception:** in other than bed and breakfast, carbon monoxide alarms shall be permitted to be battery operated when installed in buildings without commercial power or an on-site electrical power system, or in buildings where existing interior wall or ceiling finishes are not removed to expose the structure. Carbon Monoxide alarms shall not be required to be interconnected where battery operated alarms are permitted.

**AJ604.3. Automatic Sprinkler Systems.** A third story above grade may be created in an existing attic without requiring the installation of a sprinkler system throughout the entire dwelling, provided all of the following conditions are met:

1. The building was legally occupied before January 1, 1984;
2. The finished space and its means of egress to the exterior are equipped with a limited area sprinkler system installed in accordance with NFPA 13D.

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: **Heating Equipment/Oil Tanks and Electrical 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 a Building Permit
2. A Building Permit becomes void if the work is not shared within one year of date issued
3. The building permit must be kept at the construction site and the Permit Placard must be visibly posted
4. Each Building 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 and regulations

The specifically effected 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 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 the exemption of the electrical inspection which is performed by the NYS underwrites. (see cover)

Applicant: \_\_\_\_\_

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

Signature

Town of Pleasant Valley  
1554 Main Street  
Pleasant Valley, NY 12569

## Plot Plan

Must be submitted with application for all exterior construction with all the proper setbacks

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Location of site: \_\_\_\_\_ Grid #: \_\_\_\_\_

Rear of Lot \_\_\_\_\_ Feet

Please indicate where on your property the new structure will be built



Front of House

Side Setback \_\_\_\_\_ Feet

Side Setback \_\_\_\_\_ Feet

Rear Setback \_\_\_\_\_ Feet

Front Setback \_\_\_\_\_ Feet

Road Frontage \_\_\_\_\_ Feet



## Town of Pleasant Valley Owners Consent Notice

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

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

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

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

I (We) \_\_\_\_\_ hereby 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 above property.

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

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

Title: \_\_\_\_\_

(Must be Notarized)

Sworn to before me. This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**County Clerk or Notary Public**



**Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner Occupied Residence**

*This form cannot be used to give the workers compensation rights or obligations of any party*

Under penalty of perjury, I certify that I am the owners of the 1, 2, 3 or 4 family owner-occupied residence including condominiums' listed on the Building Permit that I am applying for and I am not required because (Please check the appropriate box):

- I am performing all the work for which the building permit was issued
- I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which the building permit was issued or helping me perform such work
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite for which the building permit was issued.

I also agree to either:

- Acquire appropriate workers compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers Compensation Board to the government entity using the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the job site) for work indicated on the building permit or if appropriate, file a WC/DDB-100 exemption form; OR
- Have the general contractor performing work on the 1, 2, 3 or 4 family owner-occupied residence (including condominiums') listed on the Building Permit that I am applying for, provide appropriate proof of workers compensation coverage or proof of exemption from the coverage on forms approved by the Chair of the NYS Workers Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the job site) for work indicated on the building permit

\_\_\_\_\_  
(Signature of Home Owner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowners Name – Printed)

\_\_\_\_\_  
(Home Telephone Number)

\_\_\_\_\_  
Property Address that Require the building permit

**Sworn to before me. This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_**

\_\_\_\_\_  
**County Clerk or Notary Public**

**(Once notarized this form serves as an exemption for both workers compensation and disability benefits.)**