

*Town of Plattekill  
Building Department  
Requirements before Building Permit can be issued  
(845) 883-7331 Ext: 21*

**\*\*NOTIFICATION FOR INSPECTION MUST BE 24 HOURS IN ADVANCED\*\*  
\*\*INSPECTIONS WILL BE DONE ACCORDING TO BUILDING INSPECTORS  
AVAILABILITY\*\***

**\*\*\*\*\*HOUSE PERMITS HAVE A MINIMUM OF A TWO WEEK  
WAITING PERIOD FOR APPROVAL\*\*\*\*\***

1. Application: Completely filled out.
2. Fee: New Construction \$400.00 plus \$ .15 sq ft.  
Commercial \$550.00 plus \$ .15 sq ft.
3. Two Sets of Plans: Plans must bear the seal of a New York State Architect or Engineer if cost of construction or alterations exceeds \$20,000.00 or involves A structural change affecting public safety, including Energy Codes Certification.
4. Survey: Up to date survey, bearing the seal of a licensed N.Y.S Surveyor
5. Copy of Deed: If not on file with the Assessor's Office
6. Insurance Certificate: Workman's Compensation and/or Liability
7. Approval Highway if Applicable:  
New York State – Jim Plass – 562-4094  
Ulster County – Kim DeFresne – 340-3100  
Town of Plattekill – Robert Wager – 883-5910
8. Permit to Construct Waste Disposal System.  
Ulster County Health Dept. Chris Kresser 340-3016
8. Certificate of Occupancy Inspection: \$75.00 Re-Inspection: \$75.00
9. Need to fill out a separate application for Electrical work : \$75.00 Residential  
\$100.00 Commercial

**\*\*ANY OTHER INFORMATION THAT MIGHT BE NECESSARY FOR A MORE  
COMPREHENSIVE REVIEW BY THIS DEPARTMENT.**

**\*\*\*\*APPLICANTS ARE TO KEEP THIS COPY FOR THEIR RECORDS AND TO  
REMINDE THEM WHEN INSPECTIONS ARE TO BE DONE\*\*\*\***

**\*\*\*\*\*HOUSE PERMITS HAVE A MINIMUM OF A WAITING PERIOD FOR  
APPROVAL\*\*\*\*\***

REQUIRED INSPECTIONS:

**\*\* NOTIFICATION FOR INSPECTION MUST BE 24 HOURS IN ADVANCE\*\***  
**\*\*INSPECTIONS WILL BE DONE ACCORDING TO THE BUILDING**  
**INSPECTORS AVAILABILITY\*\***

1. SITE INSPECTION: Prior to excavation with corners Staked.
2. FOOTING INSPECTION: Prior to concrete with all forms in place.
3. BACKFILL INSPECTION: Footing Drains (not covered)  
Walls Tarred or Waterproofed  
**\*\* *First Decking has to be installed before backfill is done.* \*\***
4. UNDERGROUND PLUMBING: Cast iron soil piping in place prior to Cover.
5. SLAB INSPECTION: Prior to concrete slab pour with insulation and polyethylene in place.
6. ROUGH FRAMING: Sheathing and roofing in place.
7. ROUGH PLUMBING: Prior to insulation; air filled potable water lines minimum 60 p.s.i. for 24 hours.
8. ROUGH ELECTRICAL:  
Needs to be done by a New York State Electrical Inspector
9. INSULATION: Prior to sheet rock installation
10. FINAL ELECTRICAL:
11. FINAL BOARD OF HEALTH: (Is Necessary)
12. FINAL INSPECTION: (Items necessary for Certificate of Occupancy)
  - Final Electrical Certificate
  - Final Survey
  - Final Health Department Approval (Is Necessary)
  - Driveway Approval (Is Necessary)

**TOWN OF PLATTEKILL**  
P.O. BOX 45 MODENA NEW YORK 12548  
**APPLICATION FOR ELECTRICAL PERMIT**  
883-7331 EXT:21

**PERMIT FEES ARE**  
**NON REFUNDABLE**  
**\$75.00 RESIDENTIAL**  
**\$100.00 COMMERCIAL**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION OF PREMISES \_\_\_\_\_

OWNER & ADDRESS: \_\_\_\_\_

PHONE# \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

DETAILED DESCRIPTION OF PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A LICENSED ELECTRICAL INSPECTOR MUST INSPECT ALL ELECTRICAL WORK.**  
**NO WORK CAN BE STARTED WITHOUT THE ISSUANCE OF THE BUILDING PERMIT.**

**MUST PRESENT AN ULSTER COUNTY ELECTRICAL LICENSE WITH PERMIT AS WELL AS A COPY OF LIABILITY WITH TOWN OF PLATTEKILL AS ADDITIONAL INSURED AND A COPY OF WORKMANS COMPENSATION FORM OR EXEMTION.**

*Application is hereby made to the Building Department for the issuance of an Electrical Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or the removal or demolition, as hereby described. The applicant agrees to comply with all applicable laws, ordinance and regulations.*

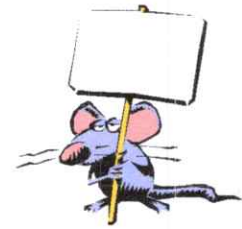
I, \_\_\_\_\_ the applicant do hereby certify that the above statements are true to my knowledge and belief and that any septic installation shall be entirely within the boundaries of the lot.

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

Signature of Applicant: \_\_\_\_\_

**INITIAL PERMIT EXPIRES IN 12 MONTHS AND RENEWAL EXPIRES IN 6 MONTHS.**

**MAKE ALL CHECKS PAYABLE TO THE TOWN OF PLATTEKILL**



**Town of Plattekill  
Building Department  
P.O. Box 45  
Modena, New York 12548  
Phone: (845) 883-7331 Fax: (845) 883-7207**

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Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Owner & Address                      Builder & Address                      Architect & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of project: \_\_\_\_\_

**Project**

Proposed use: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

Description of project: \_\_\_\_\_

Number of Stories above grade: \_\_\_\_\_ Total height above grade: \_\_\_\_\_

Type of foundation (full, slab on grade and / or crawl): \_\_\_\_\_

Type of Construction: (Frame, Modular, Manufactured Mobile,): \_\_\_\_\_

Nature of work: (New, Addition, Alteration, Removal): \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Kitchens: \_\_\_\_\_

Type of Heat (Oil, Electric, Kero, Coal): \_\_\_\_\_

Dimensions of new Construction: \_\_\_\_\_ If garage, number of cars: \_\_\_\_\_

Setbacks to any existing structures: \_\_\_\_\_

**Property**

Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Fire District: \_\_\_\_\_

Road frontage \_\_\_\_\_ ft.                      Property offsets: Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_

## General

List all business, commercial and any mixed occupancy. Specify nature and extent of each type of use: \_\_\_\_\_  
\_\_\_\_\_

Name of Compensation Insurance Carrier: \_\_\_\_\_

Policy: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

**Note:** Before the building for which a permit is issued can be used for any purpose, the owner must obtain a Certificate of Occupancy from the Building Inspector as provided in Section 32-14A of the Town of Plattekill Code.

**\*\*All electrical work must be inspected by and a Certificate of Approval obtained from an authorized electrical inspection agency.**

**\*\*IMPORTANT-Do not pour footings until the location of building on lot, and soil has been inspected.**

I hereby certify that the statements and data on this application are correct and true to the best of my knowledge and belief:

Signature: \_\_\_\_\_

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

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

### **ACTION BY BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

The Foregoing application and accompanying plans and specifications have been examined and considered, and the following action taken by me:

\_\_\_\_\_ Application Granted

\_\_\_\_\_ Application Denied

\_\_\_\_\_ Referred to ZBA

\_\_\_\_\_ Referred to Planning Board

Reasons and/or Remarks: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_, \_\_\_\_\_ Permit # \_\_\_\_\_

Building Inspector/Code Enforcement

## HOW TO OBTAIN A DRIVEWAY PERMIT

The Town of Plattekill requires a driveway permit to be obtained prior to creating any entrances or exits onto Town Roads and/or reviewing a Building Permit.

Before construction, an application must be completed and returned to the Highway Superintendent, and fees remitted to the Town Supervisor.

The fees are as follows:

1. Non-Refundable inspection fee of one hundred and fifty dollars (\$150.00)
2. Cash bond or certified check of one thousand dollars (\$1,000.00). These monies are refundable upon the satisfactory completion of the driveway construction. The bond is utilized to repair damage that might occur to Town Roads as a result of the driveway construction or to correct or install driveways if not constructed to the satisfaction of the Highway Superintendent.

Once the fees and application have been submitted, and prior to construction, the Highway Superintendent will meet with the applicant to review and approve the location, construction of the driveway, and establish an inspection schedule.

During the construction process, it is the responsibility of the applicant to contact the Highway Superintendent for inspection of the construction.

Once the driveway has been constructed to the satisfaction of the Highway Superintendent, the bond will be released.

If you have any questions about or during this process, please contact the Highway Superintendent anytime at this office.

Robert Wager, Sr.  
PO Box 45  
Modena NY 12548  
(845) 883-5910

**Town of Plattekill  
Application for a Driveway Permit**

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Property Owner Name (if different):  
\_\_\_\_\_

Property Owners Phone # \_\_\_\_\_

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

Applicant Phone Number \_\_\_\_\_

Address of Property \_\_\_\_\_

Address where to return Funds: \_\_\_\_\_

Tax map SBL \_\_\_\_\_

Name of Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Anticipated Date to Being Construction \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

Purpose for Driveway: \_\_\_\_\_

Attach Property Map or Sketch of Property w/ Drawing of Proposed Driveway.

Map Must Include Defined Wetlands

Mark the Location of the Proposed Driveway & Road Frontage Boundaries.

Submit Payment to the Town Clerk's Office or Town Supervisor's Office.

Acceptance of a Completed Application Does NOT constitute an approved Permit. The applicant agrees to perform the Work as defined by Local Law #1 of 2021 and any requirements listed on the Reverse side of this Application.

\*\* Signature of Applicant: \_\_\_\_\_

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**FOR TOWN HALL OFFICE USE ONLY**

Fee's Paid:

Application Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

Bond Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

Fee's Received BY: \_\_\_\_\_

See Reverse Side for Construction Notes & Comments & Approvals.

\*\* Sight Distance, Driveway Entrance Sub-Base & Stormwater Considerations will be a Priority Before any Building Construction may start.

**Town of Plattekill  
Application for a Driveway Permit  
For Highway Superintendent Use**

Preconstruction Meeting Date & Time: \_\_\_\_\_

Sight Distance Requirements: \_\_\_\_\_

Driveway Dimensions: \_\_\_\_\_

Culvert Pipe Requirements: \_\_\_\_\_

\_\_\_\_\_

Grading Requirements: \_\_\_\_\_

\_\_\_\_\_

Sub-Base & Final Top Material Requirements: \_\_\_\_\_

Misc. Notes: \_\_\_\_\_

\_\_\_\_\_

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

Entrance & Culvert Pipe Installation Inspection: \_\_\_\_\_

\_\_\_\_\_

Sight Distance Inspection: \_\_\_\_\_

FINAL Inspection: \_\_\_\_\_

Reason for Failure: \_\_\_\_\_

Final Approval or Disapproval: \_\_\_\_\_

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