



**TOWN OF EAST FISHKILL
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533
(845) 221-2427 Fax (845) 227-4018
<http://www.eastfishkillny.org>

ADDITION APPLICATION REQUIREMENTS

ALONG WITH THE COMPLETED APPLICATION, PLEASE PROVIDE THE FOLLOWING ITEMS:

- 2 SETS OF PLANS INDICATING SQUARE FOOTAGE. (PLANS MUST BE STAMPED IF 500 SQ. FT. AND OVER.)
 - * ***PLANS MUST BE LEGIBLE AND SHOW ALL STRUCTURAL COMPONENTS: FOOTINGS, FOUNDATION, FLOOR JOISTS, RAFTERS, CEILING JOISTS, ETC. INCLUDING SPANS.***

- A COPY OF SURVEY SHOWING LOCATION OF ADDITION WITH FRONT, SIDE AND REAR SETBACKS NOTED.

- ANY ADDITION 500 SQ. FT. AND OVER REQUIRES 4 COPIES OF STAMPED PLOT PLAN (SURVEY) SHOWING LOCATION OF ADDITION WITH FRONT, SIDE AND REAR SETBACKS NOTED (TO BE APPROVED BY ENGINEERING: REVIEW FEE/\$275). PLOT PLAN REQUIREMENTS ARE ATTACHED.
 - * ***AN AS-BUILT AND FINAL SURVEY MAY BE REQUIRED.***

- INSURANCE FORMS FROM CONTRACTORS OR “SELF” (See insurance info in Permit Application Packet. Forms must be submitted with application. No faxing/emailing.)

- IF APPLICANT IS NOT THE HOME OWNER/PROPERTY OWNER, AN ORIGINAL, SIGNED, NOTARIZED LETTER FROM THE OWNER WILL BE REQUIRED GRANTING PERMISSION TO APPLY FOR PERMIT. (Applicant may obtain signature on application from owner, thus notarized letter not required.)

- FEE: PLEASE SEE FEE SHEET ATTACHED TO PERMIT APPLICATION
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL
Note: Construction without a permit is double the fee: As-Built Fee

HIGHWAY SPECIFICATIONS

A197 Attachment 10

Attachment 2 Plot Plan Requirements

Preliminary Plot Plan (certified)

- (1) Existing contours and final proposed contours. (2 to 1 max. slopes)
- (2) Surface drainage flow indicated and provisions for protection of adjacent properties against increased water flow as the result of construction of the dwelling (or associated easements or releases if required).
- (3) Ground floor (lowest slab elevation) and first floor elevations and garage floor (if no garage, so state). Elevations shall be shown to tenths of a foot. If near a floodplain, state one-hundred-year-flood elevation. Lowest part of building to be minimum two feet above floodplain.
- (4) Sanitary sewer with inverts (if applicable) and cleanout as required. (CO on property).
- (5) Roof, curtain, foundation and footing drains (with inverts) (as required).
- (6) Water lines shown with water shut-off (if applicable) (SO in ROW).
- (7) Placement of septic system with invert elevation and well (if applicable).
- (8) All applicable notes from the approved subdivision plat and/or resolution.
- (9) Parcel bearings, distances and acreage.
- (10) Both edges of pavement and driveway (spot elevations as required).
- (11) Utility poles and ID numbers; underground utility junction boxes (if applicable).
- (12) All easements or ROW shown with bearings and distances.
- (13) Street trees (if applicable).
- (14) Reference to Filed Map and lot number (if none, provide liber-page).
- (15) Engineer/land surveyor certification (stamp-sign).
- (16) Certified engineering design or calculations where required.
- (17) Erosion controls as may be necessary to protect downstream land and water.

EAST FISHKILL CODE

- (18) The plot shall not exceed a 50 scale drawing and must contain two-foot contours on the same datum as the subdivision Filed Map.

Final "As-Built" (Certified)

- (1) Certified finalization of all items for preliminary plot plan (required).
- (2) Easements or releases (as required). Releases must be notarized.
- (3) Deed description or ROW agreements (as required), satisfactory to the Town Attorney, if different than shown on Filed Map, or not shown on Filed Map.



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INSPECTION SCHEDULE

Name _____ Permit No. _____

Address _____

You are required to schedule all inspections as indicated below with the Building Department during regular working hours and with a minimum of 48 hours notice.

- Footings – **Prior to Concrete Pour** – After footings are formed with reinforcing in place.
- Foundation Walls – **Prior to Concrete Pour** – Formed foundation walls with proper reinforcement.
- Concrete Floors – **Prior to Concrete Pour** – All vapor barriers, wire mesh and/or other reinforcing as required. All under-slab plumbing waste lines to be pressure tested prior to concrete pour.
- Footing Drains / Waterproofing – When complete, **Prior to Backfill.**
- Framing –
 - After framing is complete with Fire Stopping and prior to utilities and insulation installation.
 - Trusses – After complete (please have original truss certification on-site).
- Rough Electric – Inspection by approved Electrical Inspector.
- Rough Plumbing Test – Waste lines and supply lines **must** be pressure tested or wet tested. Waste line to be filled with water to roof: winter weather air pressure is permitted at 5 PSI. Supply line at 60 PSI.
- Insulation – After completion but **PRIOR** to sheetrock or enclosure.
- Final Electric – Inspection by approved Electrical Inspector.
- INT/EXT Finish – After Completion of all work including Final Grading and Final Electrical Inspection.

******APPROVED COPY OF BUILDING PLANS MUST BE ON-SITE WHEN WE MAKE AN INSPECTION ******