



**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>

**FINISHED BASEMENTS 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.)
  - PROVIDE EXISTING & PROPOSED PLANS
  - LABEL ALL ROOMS
  - INCLUDE MEASUREMENTS OF ALL WINDOWS & DOORS
  
- PAGE 2 OF THIS PACKET COMPLETED AND RETURNED (MINIMUM INFORMATION REQUIRED FOR FINISHED BASEMENTS).
  
- 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 BUILDING PERMIT  
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL  
**Note: Construction without a permit is double the fee: As-Built Fee**

An electrical inspection is required from a New York State Certified Electrical Inspector registered with the Town of East Fishkill. A complete list of Electrical Inspectors can be found with our Building Permit Application.

\*If bedrooms are being added to the finished basement, Board of Health approval may be required.



**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>

**MINIMUM INFORMATION REQUIRED FOR FINISHED BASEMENTS**

**PLEASE COMPLETE AND SUBMIT WITH APPLICATION  
(IN ADDITION TO PLANS)**

1. FLOOR PLAN: \_\_\_\_\_
2. USAGE OF SPACE: \_\_\_\_\_
3. EMERGENCY ESCAPE AND RESCUE OPENINGS: \_\_\_\_\_
4. CEILING HEIGHTS: \_\_\_\_\_
5. LOCATION OF SMOKE/CO DETECTORS: \_\_\_\_\_
6. LIGHT AND VENTILATION REQUIRED: \_\_\_\_\_
7. STAIR AND HAND RAIL DETAILS: \_\_\_\_\_
8. FRAMING DETAILS: \_\_\_\_\_
9. PLUMBING DETAILS: \_\_\_\_\_
10. INSULATION DETAILS: \_\_\_\_\_
11. FIRE SEPARATION FROM GARAGE TO HOUSE: \_\_\_\_\_
12. BOILER ROOM FIRE SEPARATION – RECOMMENDED: \_\_\_\_\_
13. BOILER – FRESH AIR REQUIRED FROM OUTSIDE: \_\_\_\_\_
14. CONCEALED AND FINAL ELECTRICAL CERTIFICATION  
2 INSPECTIONS: \_\_\_\_\_