



**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>

**COMMERCIAL BUILDINGS/ADDITIONS  
APPLICATION REQUIREMENTS**

**THIS OFFICE MUST RECEIVE AN APPROVED SITE PLAN FROM THE PLANNING BOARD BEFORE AN APPLICATION TO BUILD A NEW BUILDING CAN BE SUBMITTED. ADDITIONS MAY REQUIRE ARCHITECTURAL REVIEW BOARD, PLANNING BOARD OR ZONING BOARD APPROVALS.**

**ALL APPLICATIONS NEED TO INCLUDE:**

- Completed Permit application (*all lines filled out*)
- Dutchess County Health Application completed (*if required*)
- Workers Compensation and Liability insurance
- 911 form to be completed and faxed
- Two sets of plans
- Builder's setback agreement
- Truss type construction (indicate location, roof or floor)
- If applicant is not the property owner, a signed, notarized letter from the owner granting permission to apply for the permit (*applicant may obtain signature from owner on application, eliminating need for notarized letter*)
- Fee - PLEASE SEE FEE SHEET ATTACHED TO BUILDING PERMIT (cash or check made out to: "Town of East Fishkill") (AS-BUILT FEES ARE DOUBLE [construction w/o permit] )
- Truss Construction Fee (if applicable) [sec. 19NYCRP part 1264] PLEASE SEE FEE SHEET ATTACHED TO BUILDING PERMIT



# Sewer/Water Adequacy for New/Revised Use

**Instructions:** **Applicant** Complete Section A. **Building Department** Complete Sections B and submit form to the Dutchess County Health Department. See other side for further instructions.

## SECTION A. PROJECT INFORMATION

Business name _____	Facility Name _____
Description of Use _____	Attach list of existing uses at this facility.
_____	Is facility being expanded? <input type="checkbox"/> See Side 2.

Tax Map # \_\_\_\_\_ Street Address \_\_\_\_\_ Location \_\_\_\_\_  
(Town, Village, City)

Operator Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Area (ft<sup>2</sup>) \_\_\_\_\_ Employees \_\_\_\_\_ Customers/Clients \_\_\_\_\_ Seats \_\_\_\_\_ Flow \_\_\_\_\_

Special equipment \_\_\_\_\_

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

## SECTION B. BUILDING DEPARTMENT

Previous Use \_\_\_\_\_

Allowed Use \_\_\_\_\_ Reference \_\_\_\_\_

Other Facility Uses	Area ft <sup>2</sup>	Employees	Clients or Seats	Description	Equipment

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## SECTION D. FOR HEALTH DEPARTMENT USE ONLY

DCHD Project Number \_\_\_\_\_ Approval Date \_\_\_\_\_ Flow \_\_\_\_\_

SDS type \_\_\_\_\_ Water Source \_\_\_\_\_ PWS Number \_\_\_\_\_

DCHD Permits Required: \_\_\_\_\_ See other side for capacity worksheets.

Disposition: \_\_\_\_\_

DCHD Engineer: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

DCHD Sanitarian: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

(Uses requiring permits must be signed by a sanitarian.)

**Basis of Design for Facility:**

Type	Design Flow (g/d)	Area (ft <sup>2</sup> )	Seats	Restrictions/Other

**Remaining Capacity:**

Type	Design Flow (g/d)	Area (ft <sup>2</sup> )	Seats	Restrictions/Other

**Directions**

The facility is the plaza or building or parcel into which the proposed use will be installed.

Include the E911 address (Suite number) of the proposed business.

The list of existing uses should include the same information required in Section A for each of the existing uses. See or use example table below in Additional Notes.

Special Equipment means any equipment which uses water, produces wastewater, or uses material which could contaminate the drinking water or wastewater.

Customers is per day. Seats is number.

Flow is water use in gallons per day. Explain how you arrived at the flow number (actual metered use, design book, guess?)

You may leave some entries blank. For instance, you do not need to enter both Customers and Seats. More complete information results in better and faster decisions.

Some projects may require supporting documentation including floor plans, plot plans, engineering plans, engineering reports, et cetera. Attach these to this form.

You may be required to retain the services of a New York State licensed professional engineer for your project.

A. When you are unable to properly specify the information in Section B.

B. When your proposed use is not already approved at the Facility you are intending to occupy.

Engineers who fill in Section A on behalf of a client must so note on the signature line of Section A.

There is no Section C yet.

The "Allowed Use" reference should be a reference to the Site Plan, minutes, or record of historical use supporting the determination of use.

**Facility Expansion**

New area proposed \_\_\_\_\_. Description of expansion:

**Comments:**

**Dutchess County Real Property Tax Service Agency  
Address Request Form**

Office Phone; (845) 486-2140  
22 Market St, Poughkeepsie, New York 12601

Fax Number: (845) 486-2093  
[rptaddressing@co.dutchess.ny.us](mailto:rptaddressing@co.dutchess.ny.us)

Name of Firm/Person requesting address \_\_\_\_\_

Contact person \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:**

1. Type of Request:    ( ) Resale                            ( ) New Construction  
                                  ( ) Sub-division                    ( ) Other \_\_\_\_\_

2. Real Property Tax Parcel Grid Number:

**13** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
          Swis code (4)        Section (4)        Block (2)        Lot (6)        Suffix (4)

Filed Map Number (if available): \_\_\_\_\_ Lot # \_\_\_\_\_

3. Parcel old address (if applicable):

\_\_\_\_\_

4. Former owner of parcel or structure:

\_\_\_\_\_

5. New owner of parcel or structure:

\_\_\_\_\_

6. **Attach a plot plan showing actual location of driveway:**

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**To be completed by RPT Addressing Staff:**

New assigned 9-1-1 address: \_\_\_\_\_

Name of Technician: \_\_\_\_\_ Date Assigned: \_\_\_\_\_



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**BUILDER SETBACK AGREEMENT**

I am constructing a house on \_\_\_\_\_ and am aware of the required setbacks. I am further aware that the following “As-Built” surveys will be required:

- Foundation “As-Built” Survey (2 copies): This survey is required after foundation has been poured and *prior to* any framing (or setting if a modular home). It must be submitted by the builder/permit holder and is reviewed to ensure that the foundation location conforms to the filed/approved plans and property lines. This survey must be approved before any further work may be done on the property. I understand that a “Stop Work Order” will be issued if I do not supply the Building Department with the “As-Built” at the appropriate time.
  
- Final “As Built” Survey (2 copies): This survey is required upon completion of construction and will be supplied to the Building Department for review and approval *prior to* a Certificate of Occupancy and will include, but not necessarily be limited to, overhangs, chimneys and other structural attachments such as decks and porches.

Furthermore, I fully understand that I will not receive any variances from the Zoning Board of Appeals for new construction, which does not meet the required setbacks.

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SIGNATURE OF BUILDER/OWNER

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NAME (PRINTED) OF BUILDER/OWNER

**TEXT OF RULE**  
**Effective December 29, 2004**  
**19 NYCRR Part 1264**

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Subchapter C of Chapter XXXIII of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York is amended by adding a new Part 1264 to read as follows:

**Part 1264**

**IDENTIFICATION OF BUILDINGS UTILIZING TRUSS TYPE CONSTRUCTION**

**1264.1 Introduction.** Section 382-a of the Executive Law provides that commercial and industrial buildings and structures that utilize truss type construction shall be marked by a sign or symbol that informs persons conducting fire control and other emergency operations of the existence of truss construction. Section 382-a further directs the State Fire Prevention and Building Code Council to promulgate rules and regulations it deems necessary to carry into effect the provisions of the statute. This Part establishes certain requirements pertaining to the identification of buildings and structures that utilize truss type construction.

**1264.2 Enforcement.** (a) Subdivision 4 of section 382-a of the Executive Law directs local governments to provide for enforcement of the statute. Enforcement of section 382-a of the Executive Law shall include enforcement of the provisions of this Part. A fee of fifty dollars shall be paid by the owner of a building with truss type construction to the authority having jurisdiction for enforcement of section 382-a of the Executive Law prior to the issuance of a building permit.

(b) This Part shall not apply within a city with a population of one million or more persons.

**1264.3 Definition.** For the purposes of this Part, truss type construction shall mean a fabricated structure of wood or steel, made up of a series of members connected at their ends to form a series of triangles to span a distance greater than would be possible with any of the individual members on their own. Truss type construction shall not include:

- (1) individual wind or seismic bracing components which form triangles when diagonally connected to the main structural system; and
- (2) structural components that utilize solid plate web members.

**1264.4 Identification of truss type construction.** (a) Truss type construction shall

be identified by a sign or signs in accordance with the provisions of this Part.

(b) Signs shall be affixed where a building or a portion thereof is classified as Group A, B, E, F, H, I, M, or S occupancy, and in hotels and motels classified as Group R-1 or R-2 occupancy, in accordance with the provisions for the classification of buildings set forth in chapter 3 of the Building Code of New York State (see 19 NYCRR Part 1221).

(c) Signs shall be provided in newly constructed buildings that utilize truss type construction and in existing buildings where an addition that extends or increases the floor area of the building utilizes truss type construction. Signs shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance.

(d) Signs identifying the existence of truss construction shall consist of a circle 6 inches (152.4 mm) in diameter, with a stroke width of ½ inch (12.7 mm). The sign background shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187. Where a sign is directly applied to a door or sidelight, it may be a permanent non-fading sticker or decal. Signs not directly applied to doors or sidelights shall be of sturdy, non-fading, weather resistant material.

(e) Signs identifying the existence of truss construction shall contain the roman alphanumeric designation of the construction type of the building, in accordance with the provisions for the classification of types of construction set forth in section 602 of the Building Code of New York State (see 19 NYCRR Part 1221), and an alphabetic designation for the structural components that are of truss construction, as follows:

"F" shall mean floor framing, including girders and beams

"R" shall mean roof framing

"FR" shall mean floor and roof framing

The construction type designation shall be placed at the twelve o'clock position over the structural component designation, which shall be placed at the six o'clock position.

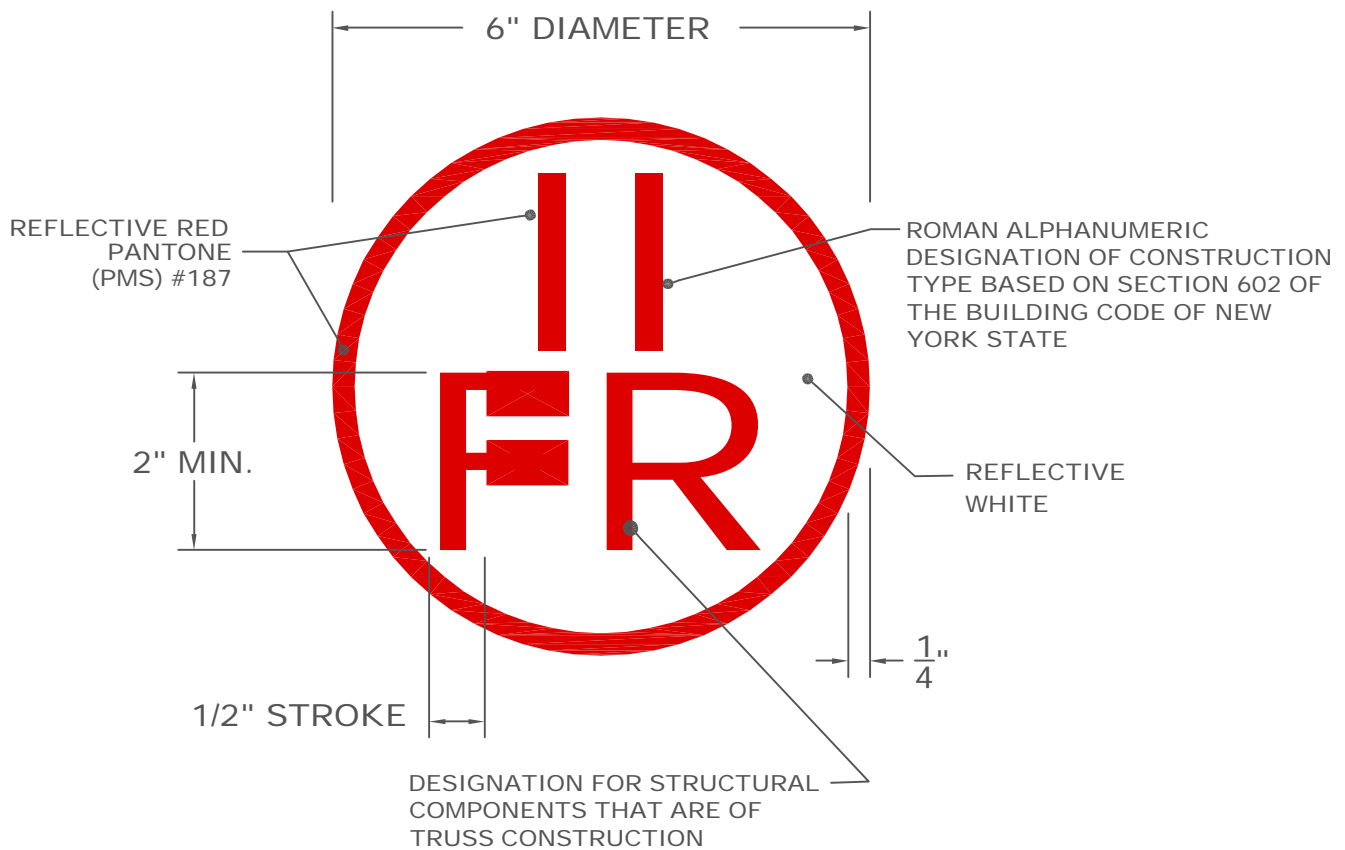
(f) Signs identifying the existence of truss construction shall be affixed in the locations specified in Table I-1264.

**TABLE I-1264**  
**TRUSS IDENTIFICATION SIGN LOCATIONS**

<b>Sign location</b>	<b>Sign placement</b>
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached to the door, or attached to a sidelight or the face of the building, not more than 12 inches (305 mm) horizontally from the latch side of the

	door jamb, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Multiple contiguous exterior building entrance or exit discharge doors	Attached at each end of the row of doors and at a maximum horizontal distance of 12 feet (3.65M) between signs, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface
Fire department hose connections	Attached to the face of the building, not more than 12 inches (305 mm) horizontally from the center line of the fire department hose connection, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface





"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

TRUSS IDENTIFICATION SIGN  
 COMPLIANCE WITH 19 NYCRR PART 1264

NOT TO SCALE



EXAMPLE TRUSS IDENTIFICATION SIGN DATE:03/08/2005

NEW YORK STATE DEPARTMENT OF STATE  
 DIVISION OF CODE ENFORCEMENT  
 AND ADMINISTRATION



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ALONG WITH THE COMPLETED APPLICATION AND A CHECK IN THE APPROPRIATE AMOUNT MADE OUT TO THE TOWN OF EAST FISHKILL, 2 SETS OF PLANS AND 1 COPY OF THE APPROVED SITE PLAN ARE TO BE SUBMITTED. ONCE APPROVED - 1 COPY OF PLANS WILL BE RETURNED TO APPLICANT WITH PERMIT, TO BE KEPT ON JOB SITE. PLANS MUST BE LEGIBLE AND SHOW ALL STRUCTURAL COMPONENTS, FOOTINGS, FOUNDATION, FLOOR JOISTS, RAFTERS, CEILING JOISTS, ETC., INCLUDING SPANS. TOTAL SQUARE FOOTAGE MUST BE DOCUMENTED ON 1ST PAGE OF PLANS.

TRUSS TYPE CONSTRUCTION SEE ATTACHED INSTRUCTIONS - ADDITIONAL FEE REQUIRED AT TIME OF APPLICATION.

COMMERCIAL FIRE ALARM PERMIT AND/OR OPERATING PERMIT MAY BE REQUIRED UNDER SEPARATE APPLICATION.

ATTACHED 911 APPLICATION IS TO BE COMPLETED AND SUBMITTED BY APPLICANT.

PAGE 1 OF THE ATTACHED BOARD OF HEALTH FORM MUST BE COMPLETED BY APPLICANT AND BOTH PAGES SUBMITTED WITH APPLICATION.

ONCE THE PERMIT HAS BEEN ISSUED, PICKED UP AND POSTED ON-SITE CONSTRUCTION MAY BEGIN. PLEASE CALL THIS OFFICE AT LEAST 48 HOURS PRIOR TO SCHEDULE REQUIRED INSPECTIONS BY THE BUILDING DEPARTMENT. (NOTE - ADDITIONAL INSPECTIONS COULD BE REQUIRED AT THE DISCRETION OF THE BUILDING INSPECTOR.) PLEASE ENSURE THAT YOUR SITE IS READY WHEN YOU SCHEDULE AN INSPECTION - AN ADDITIONAL CHARGE MAY APPLY IF AN INSPECTOR HAS TO BE RESCHEDULED DUE TO THE SITE NOT BEING READY AT THE TIME OF INSPECTION.

AN ELECTRICAL INSPECTION IS REQUIRED FROM A CERTIFIED ELECTRICAL INSPECTOR-SEE ATTACHED LIST.

BUILDING PERMITS, CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE WILL NO LONGER BE ISSUED ON ANY PARCELS THAT HAVE ANY VIOLATIONS NOTED OR ANY PERMITS THAT HAVE EXPIRED AND WERE NEVER CLOSED OUT.

A CERTIFIED/CURRENT WELL TEST MUST BE ON FILE WITH THIS DEPARTMENT BEFORE ANY C/O CAN BE ISSUED - CHECK WITH PROPERTY OWNER TO SEE IF THIS HAS BEEN COMPLIED WITH.

### **BUILDER/CONTRACTOR INSURANCE PROOF REQUIREMENTS**

PROOF OF WORKERS COMPENSATION AND LIABILITY INSURANCE, NAMING TOWN OF EAST FISHKILL AS ADDITIONAL INSURED, MUST BE PROVIDED BY THE BUILDER OR APPLICANT AT THE TIME THE APPLICATION IS SUBMITTED.

LIABILITY INSURANCE CAN BE ON ACORD FORMS WITH "TOWN OF EAST FISHKILL, 330 ROUTE 376, HOPEWELL JUNCTION, NEW YORK 12533" LISTED AS ADDITIONAL INSURED OR CERTIFICATE HOLDER.

PROOF OF WORKERS COMPENSATION INSURANCE MUST BE ON NEW YORK STATE FORMS AS STATED IN GENERAL MUNICIPAL LAW SECTION 125.

### **IN THE CASE OF WORKERS COMPENSATION EXEMPTIONS**

AS OF DEC. 1, 2008 - FORM WC/DB-100 WILL BE RETIRED AND NO LONGER ACCEPTED - FORM CE-200 WILL BE REQUIRED. ALTHOUGH FORM WC/DB-100 WAS VALID FOR MULTIPLE PERMITS THE NEW FORM CE-200 WILL NOT BE. EXEMPTION FORMS WILL NO LONGER HAVE TO BE NOTARIZED, OR STAMPED BY THE NYS WORKERS' COMP BOARD BUT APPLICANTS ELIGIBLE FOR EXEMPTIONS MUST FILE A NEW CE-200 FOR EACH AND EVERY NEW OR RENEWED PERMIT. EACH CE-200 WILL SPECIFICALLY LIST THE TOWN OF EAST FISHKILL, THE SPECIFIC TYPE OF PERMIT BEING REQUESTED, THE JOB LOCATION AND THE ESTIMATED COST OF THE PROJECT. BE SURE THAT APPLICANT HAS SIGNED AND DATED THE FORM. EACH CE-200 WILL HAVE A CERTIFICATE NUMBER PRINTED ON IT.

FORM CE-200 CAN BE PROCESSED ELECTRONICALLY - SEE THE WORKERS' COMPENSATION BOARD'S WEBSITE, [www.wcb.state.ny.us](http://www.wcb.state.ny.us) or call (518) 486-6307. ONCE THIS FORM HAS BEEN FILLED OUT & COMPLETED ON-LINE A COPY CAN BE PRINTED OUT AND THAT COPY CAN BE SUBMITTED WITH THE BUILDING APPLICATION. IF YOU DO NOT HAVE ACCESS TO A COMPUTER, PAPER APPLICATIONS CAN BE OBTAINED AT ANY WORKERS COMP. BOARD DISTRICT OFFICE.