



**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>

**DETACHED GARAGE / POOL HOUSE
APPLICATION REQUIREMENTS ***

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

- IF DETACHED GARAGE/POOL HOUSE IS A PRE-FAB, A COPY OF BROCHURE NOTING MAKE, MODEL AND SIZE.
- IF DETACHED GARAGE/POOL HOUSE IS BEING CONSTRUCTED, 2 COPIES OF PLANS/DRAWINGS SHOWING SPECIFICATIONS OF STRUCTURE. (PLANS MUST BE STAMPED IF 500 SQ. FT. AND OVER.)
- A COPY OF SURVEY SHOWING LOCATION OF STRUCTURE WITH SETBACKS NOTED.
- ANY DETACHED GARAGE/POOL HOUSE 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 CAN BE OBTAINED AT THE BUILDING DEPARTMENT.
(* AN AS-BUILT AND FINAL SURVEY MAY BE REQUIRED.)
- INSURANCE FORMS FOR 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 THE BUILDING PERMIT
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL
Note: Construction without a permit is double the fee: As-Built Fee

(Not to exceed 750 sq. ft. or 60% of the square footage of the footprint of the principal structure, whichever is greater in size and 1 ½ stories or 25 ft/height without ZBA approval.*

R309.3 Garage floor shall be approved non-combustible material. The area of the floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry door.



**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>

DWELLING APPLICATION REQUIREMENTS

You should read through this entire application before filling it out. You will have to submit 4 copies of a plot plan with all required items noted in item #8 below, prior to or along with the dwelling application to the Building/Engineering Departments. One copy of the plot plan will be returned to you along with one copy of the approved building plans when you pick up your permit. A \$275 PLOT PLAN REVIEW FEE WILL BE COLLECTED AT THE TIME YOU BRING IN THE PLOT PLAN.

1. Completed Application for Permit and Inventory Sheet (attached).
2. Completed Dutchess County Department of Emergency Response – Request for 9-1-1 Address (Form: #DC911).
 - a) Please fax completed form to Dutchess County Dept. of Emergency Response.
3. Completed Dutchess County Department of Health Application for Sewage Disposal System (‘septic system’) as applicable (Form: SAN34 – DCOH Sewage Disposal Application).

Note: Prior to issuing a building permit, a pre-installation conference between permit applicant or assignee and Dutchess County Department of Health is required to discuss the location and installation of the well and sewage disposal system.

Please contact Dutchess County Department of Health: 223 Main Street Beacon, NY 12508 (845) 838-4801
4. Completed Builder Setback Agreement form and Driveway Agreement form.
5. Completed Builders Proof of Workers’ Compensation & Liability insurance forms.
 - a) ‘Town of East Fishkill’ to be listed as a Certificate Holder.
 - b) ‘Acord’ form is permissible for Liability insurance but not for Workers’ Compensation.
 - c) Workers’ Compensation must be on New York State form.
 - d) In case of Workers’ Compensation exemptions, a CE-200 form will be required.
 - e) If you, as contractor or property owner, are acting as general contractor, you must provide liability insurance (Builder’s Risk insurance, specifically for that parcel) and workers comp or workers comp exempt. You must also ensure that all sub-contractors have valid insurances.
6. Copy of Deed must accompany completed permit application.
7. Two complete set of Plan Drawings, dated and submitted with completed application including:
 - a) Elevation & Plan Views.
 - b) Dated, signed, sealed by an architect or professional engineer, licensed by the State of New York.
 - c) On all pages, the owner name, address, subdivision name, lot#, and Engineer’s/Architect’s stamp.

- d) Square footage for the dwelling and the garage to be on the first page of the plans.
 - e) Signed and dated statement of NYS Energy Code Compliance by the design professional.
 - f) Residential Code analysis compliance check, including design loads, performed by design professional and documented on the plans (NYS Residential Code 2010 version).
 - g) Additional information could be required at the request of the building inspector. Decks built for special purpose (e.g., Hot Tub/ Spa) and decks costing over \$20,000 may require engineer's drawings/approval. 42" footing depth requirement is based upon stable soil. Unstable fill or expansive soils may require engineer's soil analysis.
8. Each lot must have three copies of a preliminary plot plan furnished to the Town Engineer indicating front, rear and side setbacks for the house, driveway location, septic system and well and drainage flow patterns with elevations relative to road surface, before a building permit can be issued (Ref: East Fishkill Code §A197-76 & §A197-94).
- a) The plot plan must be prepared and stamped by a licensed professional engineer or land surveyor.
 - i. Cut/fill analysis required with import/export or fill material projections.
 - b) The plot must comply with the following requirements:
 - i. 9-1-1 address.
 - ii. Existing contours and final proposed contours (2 to 1 max. slopes).
 - iii. 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).
 - iv. All wetland, wetland buffer and floodplain boundaries and Base Flood Elevations.
 - v. 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.
 - vi. Sanitary sewer with inverts (if applicable) and cleanout as required (CO on property).
 - vii. Roof, curtain, foundation, and footing drains (with inverts) (as required). (Roof drains and footing drains shall not be interconnected.)
 - viii. Water lines shown with water shut-off (if applicable) (SO in ROW).
 - ix. Placement of septic system with invert elevation and well (if applicable).
 - x. All applicable notes from the approved subdivision plot and/or resolution.
 - xi. Parcel bearings, distances, and acreage.
 - xii. Both edges of pavement and driveway (spot elevations as required).
 - xiii. Utility poles and ID numbers; underground utility junction boxes (if applicable).
 - xiv. All easements or ROW shown with bearings and distances.
 - xv. Street trees (if applicable).
 - xvi. Reference to Filed Map and lot number (if none, provide liber/page).
 - xvii. Engineer/land surveyor certification (stamp-sign).
 - xviii. Certified engineering design or calculations where required.
 - xix. Erosion controls as may be necessary to protect downstream land and water.
 - xx. The plot shall not exceed a 50 scale drawing and must contain two-foot contours on the same datum as the subdivision Filed Map.
 - xxi. Driveway grades shall not exceed a gradient of 4% within 30 feet of the roadway, then 15% overall, then 4% within 30 feet of the dwelling. Where elevations are sought, the developer shall submit driveway profiles, grading plan and cross sections to permit a technical evaluation of the proposal by the Highway Superintendent or the Town

- Engineer. Driveways exceeding 3% must be paved their entire length. All driveways 3% or less shall be paved for the first 30 feet (apron) from the existing edge of pavement.
- xxii. No more than the lesser of 500 tons or 375 cubic yard to be excavated from or imported to a single plot in a 12 month period. Exceptions must have Zoning Board of Appeals approval.
- c) Additional restrictions apply and special permits are required if building construction is on, near, or includes:
- i. Wetlands: Includes wetlands, water bodies, watercourses and their buffer areas. Please consult NYSDEC, USACOE and municipal maps for assistance.
 - ii. Steep Slopes: Includes disturbance to ground areas with greater than 3:1 slope, or 33.3% grade that covers 5,000 sq. feet or more.
 - iii. Retaining Walls: Includes all constructed landscaping walls over 4' in height above their footing.
- d) **Regarding changes:** Changes made deviating from original proposed plot plan must be approved. Additional engineering review fees may apply. Upon approval, original, and/or revisions, a copy of the final plot plan bearing Town Engineer's stamp will be returned to permit applicant, or their assignee, and must be used as the operating plot plan on the site.
9. One of the following departments must be contacted for site approval for proposed installation of driveway, as applicable, before a building permit can be issued:
- a) Town Maintained Road: East Fishkill Highway Department – (845) 221-2681
 - b) County Maintained Road: Dutchess County Dept. of Public Works – (845) 486-2925
 - c) State Maintained Road: New York State Dept. of Transportation – (845) 431-5950

Note: When a property abuts a road and the right-of-way for that road has not been previously dedicated to the town, county, or state, then 25 feet shall be added to the appropriate minimum setback, and the setback shall be measured from the center line/center point of the road.

Before the Certificate of Occupancy can be issued, certification from the department having jurisdiction over the road must be received by the Building Department indicating that the driveway has been paved, or a bond needs to be posted at the Building Department for the amount determined by that department having jurisdiction over the road.

When the permit has been approved, you will receive a call from the Building Department. You may now schedule an erosion control inspection with our Stormwater Management Officer. This inspection must be completed prior to any excavation or construction. When the erosion control inspection has been approved, you will be notified by the Building Department to pick up your permit. Permit must be posted onsite.

INSPECTIONS:

Please call this office *at least* 48 hours prior to schedule required inspections by the building department. Please ensure that your site is ready when you schedule an inspection – an additional charge may apply if an inspection has to be rescheduled due to the site not being ready at the time of inspection or if work has been completed before approval.

Inspection Request Forms must be filled out and sent to the East Fishkill Building Department *prior to* the scheduled inspection (may be faxed to: 845-227-4018). Failure to do so will result in scheduling a re-inspection. A re-inspection fee will be incurred.

An electrical inspection (if applicable) is required from a certified electrical inspector:

- Please see the attached list of approved electrical inspectors.

Prior to Certificate of Occupancy being issued, you must have:

- For Private Wells: Completed Comprehensive Well Test per local law
- Sign-off from Highway Dept. or driveway bond posted
- Final Plot Plan Approval
- Electrical Certificate
- Department of Health Final Approval
- IF MODULAR – Modular units must be an accepted model with NYS Codes Bureau, with a New York State stamp. WHEN THE MODULAR IS SET ON FOUNDATION – CERTIFICATE FROM A LICENSED ENGINEER MUST BE PROVIDED.

NOTES:

Building Permits, Certificates of Occupancy, and Certificates of Compliance will not be issued on any parcels that have violations noted or unresolved expired permits.

Should this application not meet all the needed requirements, issuance of a permit will be refused by the Building & Zoning Administrator. You may then apply to the Zoning Board of Appeals (ZBA) for a variance for relief from specific requirements. If variance is granted, you may then re-apply for a permit. Be sure to include your ZBA approval number and a copy of the Decision Order issued by the ZBA.

Poor quality plan drawings or site plans will be rejected.

The instructions contained herein are not meant to be an exhaustive list. Some additional applications, forms and/or approvals may be required depending upon circumstances. This document is subject to change without notice.



**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>

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 ******