



**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>

**ELECTRICAL INSPECTOR APPLICATION**

**FEE - \$150.00 ANNUALLY**

Information is required that is pertinent to the consideration of the Town Board's approval. Please submit the following with this Application:

1. Copy of Workers Compensation (C105.2 NYS) form and Liability Insurance, naming the Town of East Fishkill as additional insured. The Liability Insurance is set by the Town Board in the amount of one million dollars (\$1,000,000.00) and ten million dollars (\$10,000,000.00) for the umbrella.
2. Two references from a municipality.
3. List of any Inspectors working for you, including addresses, phone numbers, e-mail addresses, copies of training certificates, etc.
4. Sample of Inspection Sheet.
5. Schedule of Fees. A new Schedule shall be submitted each time fees change.
6. Cash or Check (made payable to the "Town of East Fishkill") for \$150.00.

PLEASE PRINT THE FOLLOWING:

Name of Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Attached please find the **Town of East Fishkill Building Department Policy Regarding Third Party Electrical Inspectors**.

**\*\*\*\*\* SIGNATURE MUST BE NOTARIZED \*\*\*\*\***

I, \_\_\_\_\_ (*signature*) hereby apply to conduct Electrical Inspections in the Town of East Fishkill. I have read the **Town of East Fishkill Building Department Policy Regarding Third Party Inspectors**, and agree to abide by its terms.



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**TOWN OF EAST FISHKILL BUILDING DEPARTMENT POLICY**  
**REGARDING THIRD PARTY ELECTRICAL INSPECTORS**

Only Approved Electrical Inspection companies are allowed to conduct electrical inspections within the Town.

All electrical installations are required to have a Permit prior to any inspections. The Permit must be on-site and available for inspection by the Third Party Inspector. The Third Party Inspector should review the Permit and any attached Plans prior to commencement of the inspection. Any discrepancies between the Permit and the areas or equipment being inspected must be noted on the Inspection Report. An electrical Inspection cannot be performed if the Permit is not onsite. All Inspectors must follow all applicable rules, laws and regulations of the Town of East Fishkill and the State of New York.

Inspection Reports must be provided at each inspection. One copy of the report must be left onsite at the time of inspection. Another copy must be dropped off, mailed or faxed to the Building Department within two working days of the inspection. The minimum information required on the form follows:

- Permit number
- Name of Inspector
- Address of Inspector
- Name of Owner/Occupant
- Building/Location/Address of Inspection
- Time and Date of Inspection
- Name of Electrician whose work is being inspected.
- A specific description of the type of inspection and areas being inspected, the number and types of devices being inspected.
- A List of Violations, if applicable.
- An approval to issue Certificate of Compliance, if applicable.
- The Inspector is also required to note any additional work observed that is not covered under the Permit.

Failure to follow the above Policy will result in a written warning. Three written warnings in one year will result in suspension of the Third Party Inspector from performing inspections in the Town. The length of the suspension will be determined by the seriousness and extent of the violations.