

**TOWN OF POUGHKEEPSIE  
RENOVATION TO COMMERCIAL BUILDING  
PLAN SUBMITTAL REQUIREMENTS**

Name of Applicant \_\_\_\_\_  
 Building Address or Lot # \_\_\_\_\_

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the items has been checked by you, submit the form with your application, application fee, and two (2) sets of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE REVIEWED UNTIL THE SUBMITTAL IS COMPLETE.

Applicable Codes: *2007 NYS Building, Fire, Plumbing, Mechanical and Energy Conservation Codes*

Ground Snow Load	Wind	Seismic Design Category	Subject to Damage From				Winter Design Temp	Ice shield underlayment required	Flood Hazards
	Speed (mph)		Weathering	Frost line depth	Termite	Decay			
40	90	B	Severe	42"	Moderate to Heavy	Slight to Moderate	2	yes	Adopted 7/18/90 Current FIRM 9/8/99

**BUILDING PERMIT APPLICATION**

- \_\_\_ Application must be fully completed
- \_\_\_ Must be signed by owner or submitted with a letter of agency

**KEY PLAN**

- \_\_\_ Specific types of work, as indicated by Appendix K of the NYS Building Code must be clearly identified

**BUILDING PLANS**

- \_\_\_ Two complete sets required
- \_\_\_ Original stamp and signature of a NYS architect or Professional Engineer on each set.

**CODE ANALYSIS**

- \_\_\_ Plan review checklist forms are available on Town Website (<http://www.townofpoughkeepsie.com/building/permits.htm>)

**SPECIAL INSPECTIONS**

- \_\_\_ As required per the NYS Code Chapter 17 shall be listed on the plans and on a separate submittal sheet

**ENERGY REVIEW:** See Section 104 of the NYS Energy Conservation Code for compliance documentation.

## DEPARTMENT APPROVALS

Prior to review the Building Department will contact other town departments to verify building permit approvals. It is your responsibility to contact the applicable departments for approvals. The departments contacted are:

- \_\_\_ Water Department, if connected to a town water system .....845-462-6535
- \_\_\_ Sewer Department, if connected to a town sewer system.....845-462-2280
- \_\_\_ Zoning Department.....845-485-3651
- \_\_\_ Planning Department.....845-485-3657
- \_\_\_ Engineering Department.....845-485-3638
- \_\_\_ Highway Department, if driveway enters a town road.(Phone # 452-1750) If the driveway connects to a state or county road a letter of approval for a curb cut permit must be submitted from the applicable department.
- \_\_\_ Approved address form from Dutchess County 911 must be included. See web site below for form (<http://www.townofpoughkeepsie.com/building/permits.htm>)
- \_\_\_ Septic System. An approval letter from the Dutchess County Health Department must be submitted with application....Phone # 845-486-3404

## PERMIT FEE DISCRIPTION

Level I Alterations – include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

Level II Alterations – include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

Level III Alterations – apply where the work area exceeds 50 percent of the aggregate area of the building.

NYS Codes are available online at --- <http://publicecodes.citation.com/st/ny/st/index.htm>

**Town of Poughkeepsie  
Renovation to Commercial Building  
(Includes R Occupancies)  
Building Permit Application**

**Received:**

**Permit #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builders Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Arch/Eng Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrician : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrical Inspection Agency \_\_\_\_\_ (Attach Agency Application Form)

Licensed Heating Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Licensed Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fire Alarm Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Separate permits are required for plumbing, heating and fire alarm installations*

*1) Attach Contractors workman comp. C105.2 or U26.3 2) Attach Contactor List Form for all additional Contractors*

Project Description: \_\_\_\_\_

Square Footage including basement and garages: \_\_\_\_\_ Height of Building: \_\_\_\_\_ ft. Stories: \_\_\_\_\_

Percent Lot Coverage: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Occupancy Class: \_\_\_\_\_

Please Check any applicable below: (Any items checked below must have applicable Town/County/State approvals)

Town Water  Town Sewer  Septic  Well  Septic  Road: Town  County  State  Private

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: \_\_\_\_\_ (attach letter of agency)

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application fee: \_\_\_\_\_ \$ 200.00

Level I Alterations .20 per sq. foot = \_\_\_\_\_

Level II Alterations .25 per sq. foot = \_\_\_\_\_

Level III Alterations .30 per sq. foot = \_\_\_\_\_

Other fees: \_\_\_\_\_ = \_\_\_\_\_

Receipt # \_\_\_\_\_ Total Fee \_\_\_\_\_

**TOWN OF POUGHKEEPSIE POLICE DEPARTMENT**  
19 TUCKER DRIVE  
POUGHKEEPSIE, NEW YORK 12603  
845/485-3666

# \_\_\_\_\_

**CONFIDENTIAL FOR POLICE USE ONLY**

(This information is for emergency situations.)

Business Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

**NOTIFY IN EMERGENCY**

Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

**OR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

**OR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

Owner of Building \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

Do you object to any of the above information being released to the public? Yes  No

In the event of any change in the foregoing information please notify:  
TOWN OF POUGHKEEPSIE POLICE DEPARTMENT