

**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: *2002 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			
55	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 available in Building Department
- Plan review checklist for the International Building Code available at www.sbcci.org

NOTE: *The plan review checklists above are based on the International Building Code. There are differences between the International Building Code and the NYS Building Code. The plan review must reflect those differences*

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
- Sewer Department, if connected to a town sewer system
- Zoning Department
- Planning Department
- Engineering Department
- Highway Department, if driveway enters a town road. 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
- Septic System. An approval letter from the Dutchess County Health Department must be submitted with application

PERMIT FEE DISCRPTION

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.

**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

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