

**TOWN OF POUGHKEEPSIE  
NEW SINGLE FAMILY RESIDENTIAL  
ADDITION TO SINGLE FAMILY  
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 ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

Applicable Codes: *2020 New York State– Residential, Fire, Property Maintenance, Plumbing, Mechanical, Fuel Gas and NFPA/NEC*

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

**SITE PLAN**

- North arrow
- Lot dimensions--all sides
- Size and location of any easements or right-of-ways
- Names and locations of all adjacent streets
- Locations of proposed and existing structures
- Setback dimensions--front, rear, and all sides
- Outside building dimensions and distances between buildings on building site
- Driveways, exterior stairs, landings, patios, and decks
- Location, type, and elevation of any retaining walls

**BUILDING PLANS (two complete sets required)**

- Cross sections drawn SPECIFICALLY for this structure with materials to be used.
- Floor plan layouts and use of all rooms including basement (include future uses)
- Complete dimensions of all rooms, decks, porches, landings, stairs, cantilevers, bearing walls, and column locations
- Ceiling heights all levels
- Sizes and types of doors and windows (showing required safety glazing)
- Light, ventilation and egress calculations and requirements for all rooms
- Window well dimensions for emergency escape windows below grade
- Fire separation between house and garage  Guardrail height and pattern
- Stairway landings, rise, run, handrail, and headroom heights for interior and exterior stairs

- Building elevations with finish grade line on all sides(exterior views)
- Attic and crawl space ventilation and access  Typical footing size, depth, and reinforcement
- Foundation wall height, thickness, and reinforcement  Foundation sill and anchor bolts
- Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish, and masonry veneer
- Floor sheathing  Solid blocking  Roofing material and sheathing
- Framing details  Grade and species of lumber
- Size and material of all beams, headers, and columns
- Rafter size, spacing, spans, and ties and/or truss layout
- Joist size, spacing, and spans(engineered joists, beams, etc. must be specifically noted by manufacturer and model)

ELECTRICAL DETAILS (a separate electrical permit will be require)

- All light and fan locations  GCFI's indicated  Smoke detector locations
- Carbon monoxide detector location

PLUMBING DETAILS (a separate plumbing permit will be required)

- Location of all plumbing fixtures including layout for future fixtures
- Floor drains, water heater, clothes washer and dryer locations

MECHANICAL DETAILS (a separate heating permit will be required)

- Furnace location
- Combustion air location
- \*  Mechanical sizing information-use attached form

ENERGY CODE ANALYSIS

- \*  See Capter 11 of NYS Residential Code

DEPARTMENT APPROVALS

Prior to review the Building Department will contact other town departments to verify building 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.....462-6535
- Sewer Department, if connected to a town sewer system.....462-2280 If on a septic system a SAN 34 form will be sent to the County Health Dept for approval.
- Zoning Department....485-3651
- Planning Department.....485-3657
- Engineering Department.....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.

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

**Town of Poughkeepsie  
New Single Family Home  
Addition to Single Family Home  
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: \_\_\_\_\_

*1) Attach Contractors workman comp. C105.2 or U26.3 or certificate of exempt and Disability DB-120.1*

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 electric, plumbing, heating, electrical and fire alarm installations (residential interconnected smoke alarm needs a permit and to be installed by a licensed installer”.***

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

Is the property located in a flood zone? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, a floodplain development permit is required.</i>
Are any wetlands located on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Please contact the Planning and Engineering Departments for information on wetlands and floodplains.</i>

Square Footage of living area including basement: \_\_\_\_\_ Square Footage of Attached Garages: \_\_\_\_\_

Square Footage of attached decks: \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_

Height of Building: \_\_\_\_\_ ft. Stories: \_\_\_\_\_ Percent Lot Coverage: \_\_\_\_\_ Estimated Cost:                     

If Addition, does addition increase the total number of bedrooms? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, an approval letter from the Dutchess County Health Dept. will be required*

Please Check any applicable below: <i>(Any items checked below must have applicable Town/County/State approvals)</i>						
Town Water <input type="checkbox"/>	Town Sewer <input type="checkbox"/>	Septic <input type="checkbox"/>	Well <input type="checkbox"/>	Septic <input type="checkbox"/>	Road: Town <input type="checkbox"/>	County <input type="checkbox"/> State <input type="checkbox"/> Private <input type="checkbox"/>

*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:						\$ 150.00
Square footage of living area including basement and attached garages	_____ sq ft	X	.40/sq ft	=	_____	
Square footage of attached decks	_____ sq ft	X	.20/sq ft	=	_____	
Other fees:	_____			=	_____	
Receipt # _____					Total Fee	_____