TOWN OF POUGHKEEPSIE
MODULAR & MOBILE SINGLE FAMILY RESIDENTIAL
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.


<table>
<thead>
<tr>
<th>Ground Snow Load</th>
<th>Wind Speed (mph)</th>
<th>Seismic Design Category</th>
<th>Subject to Damage From</th>
<th>Winter Design Temp</th>
<th>Ice shield underlayment required</th>
<th>Flood Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40</td>
<td>B</td>
<td>Severe</td>
<td>42”</td>
<td>Moderate to Heavy</td>
<td>2</td>
</tr>
</tbody>
</table>

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)
___ Complete set of house plans from modular company. Plans must have approval stamp from NYS Department of State. All options selected must be indicated and any options not selected must be voided. Plan must clearly indicate requirements for connections required between house and foundation, house modules and roof installation.
___ Plans for foundation and any other construction built on site. (decks, porches, garages, etc.)
___ Window well dimensions for emergency escape windows below grade
___ Stairway landings, rise, run and handrail for stairs built on site.
Guardrail height and pattern
Building elevations with finish grade line on all sides (exterior views)
Typical footing size, depth, and reinforcement
Foundation wall height, thickness, and reinforcement
Foundation sill and anchor bolts

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 Chapter 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**

**Received:**

**New Modular Single Family Home**

**Building Permit Application**

<table>
<thead>
<tr>
<th>Property Address: Street: ___________________</th>
<th>City: ___________________</th>
<th>Zip: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid Number: ____________________</td>
<td>Zoning District: _________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owners Name: _____________________________</th>
<th>Phone: (H) _______ (W) _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
<tr>
<td>Builders Name: ___________________________</td>
<td>Phone: ____________________</td>
</tr>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Arch/Eng Name: __________________________</th>
<th>Phone: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrician: _____________________________</th>
<th>Phone: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensed Heating Contractor: _____________</th>
<th>Phone: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensed Plumber: _________________________</th>
<th>Phone: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Alarm Installer: _____________________</th>
<th>Phone: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street: _________________________</td>
<td>City: _____________________</td>
</tr>
</tbody>
</table>

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

**Project Description: ____________________________________________________________**

**Is the property located in a flood zone? Yes □ No □ If yes, a floodplain development permit is required.**

**Are any wetlands located on the property? Yes □ No □**

Please contact the Planning and Engineering Departments for information on wetlands and floodplains.

**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: __________**

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:** 100.00

**Square footage of living area including basement and attached garages ________sq ft X .30/sq ft = __________**

**Square footage of attached decks ________sq ft X .20/sq ft = __________**

**Other fees: ____________________________________________ = __________**

**Receipt # __________**

**Total Fee __________**