



APPLICATION FOR A BUILDING PERMIT

DATE OF APPLICATION _____ ZONE _____

LOCATION OF PREMISES _____

TAX MAP# _____ BLOCK# _____ LOT# _____ SUBLOT# _____

OWNER OF RECORD _____

ADDRESS _____

PHONE# _____

CONTRACTOR _____ PHONE# _____

ADDRESS _____

PUTNAM COUNTY HOME IMPROVEMENT LICENSE # _____

TYPE OF BUILDING: RESIDENTIAL _____ COMMERCIAL _____ OTHER _____

ROOMS: BEDROOMS _____ BATHROOMS _____ LIVING ROOM _____

KITCHEN _____ FAMILY ROOM _____ DINING ROOM _____ DEN _____ OTHER _____

*****AREA OF DISTURBANCE IN SQ. FT. (REQUIRED): _____*****

DESCRIPTION OF WORK TO BE PERFORMED: _____

ESTIMATED COST OF CONSTRUCTION \$ _____

BUILDING PERMIT FEE \$ _____

ATTACH A COPY OF THE BUILDING PERMIT WORKSHEET IF NECESSARY.

I, _____, THE APPLICANT, DO HEREBY CERTIFY THAT THE FORGOING INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT _____

REVIEWED BY _____

**TOWN OF CARMEL
BUILDING DEPARTMENT**

60 McAlpin Avenue
Mahopac, NY 10541
(845) 628-1500 * (845) 628-7085 (Fax)

REQUIREMENTS FOR A ONE FAMILY DWELLING

- **Completed building permit application form.**
- **2 sets of plans for the proposed construction (must include the following items):**
 - a. **Seal from architect or engineer.**
 - b. **Stamp of approval from the Board of Health showing the bedroom count.**
 - c. **A.R.B. approval stamp (if site plan or subdivision over 3 lots).**
 - d. **Energy Code requirement statement including the calculation.**
- **Survey or approved site plan of the subject property (must include):**
 - a. **Location of proposed construction, showing setbacks to property lines.**
 - b. **Location of driveway and driveway profile approved by the Engineering Dept..**
- **Putnam County Board of Health approval (must include):**
 - a. **Construction permit for septic system.**
 - b. **Approved septic layout showing Board of Health stamp.**
 - c. **Letter from Board of Health.**
- **In addition, approval from the following may be required:**
 - 1. **A.R.B.**
 - 2. **Z.B.A.**
 - 3. **P.B.**
 - 4. **E.C.B.**
- **Driveway permit from authority having jurisdiction over the roadway.**
- **New lot, provide proof of ownership.**
- **If in a sewer/water district, permits must be paid for.**

NOTE: **Setbacks are 40' front, 25' side and 40' rear**
Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A POOL PERMIT

- Completed building permit application form (\$150 above ground, \$300 in-ground)
*Be sure to bring the contractors PC license number.
- Survey of property with pool drawn to scale on it. Will not accept otherwise.
- Brochure, photos or plans of the pool.

NOTE: The setback requirements are as follows:

- Pool with no deck attached: Front setback determined by chart, 10' side and 10' rear from property line
- If deck is only attached to pool: Setbacks are determined by the zoning chart attached
- If pool is attached to deck that is attached to house: Setbacks are determined by the zoning chart attached

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A DECK

- Completed building permit application (fee is determined by square footage).
*Be sure to bring the contractors PC license number if applicable.
- Survey of property with deck drawn to scale on it. Will not be accepted otherwise.
- Deck details (as shown on deck detail sheet).

NOTE: Setbacks are determined by the zoning chart attached

Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A FINISHED BASEMENT

- Building permit application form.
- Floor plan of basement showing all dimensions, stairs, closets, and windows (dimensions and sill ht.).
- If you have a septic system, approval from the Putnam County Health Department is required (referral form to be filled out by this department) and floor plan must be stamped by Board of Health.

NOTE: *A Certificate of Occupancy is required (\$80 fee payable at permit issuance)*

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REQUIREMENTS FOR A SHED/GARAGE

- **Completed building permit application form (fee is determined by square footage).
*Be sure to bring contractors PC license number if applicable.**
- **Survey with shed/garage drawn to scale on it. Will not be accepted otherwise.**
- **Brochure photos or plans of shed, architect plans for garage.**

NOTE: IF THE SHED IS 10X20 OR LARGER, THEN IT IS CONSIDERED A GARAGE AND ARCHITECT PLANS ARE NEEDED.

**Setbacks are determined by the zoning chart attached
If attached to dwelling, same setbacks as an addition**

No Certificate of Occupancy is required for a detached tool shed, however, a c.o. is required for all garages and attached tool sheds (\$80 fee payable at permit issuance)

REQUIREMENTS FOR AN ADDITION

- **Completed building permit application form.**
- ***Be sure to bring contractors PC license number.**
- **If in a sewer district, approval from the Town Engineer is needed.**
- **If private septic, approval from the Putnam County Health Department (referral form to be filled out by this department).**
- **Survey of property with addition drawn to scale. Will not be accepted otherwise.**
- **If the estimated cost of construction is over \$20,000, or structural, two sets of plans stamped by an architect or engineer is needed. If less than \$20,000, two sets of plans are required.**

NOTE: Setbacks are determined by the zoning chart attached

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A FINISHED BASEMENT

- **Building permit application form.**
- **Floor plan of basement showing all dimensions, stairs, closets, windows and doors..**
- **If you have a septic system, approval from the Putnam County Health Department is required (referral form to be filled out by this department) and floor plan must be stamped by Board of Health.**
 - **NOTE: *Certificate of Occupancy is required (\$80 fee payable at permit issuance)***

REQUIREMENTS FOR A MOTHER/DAUGHTER APARTMENT

- **Completed building permit application form and Mother/Daughter Affidavit.**
- **If you have private septic, approval from the Putnam County Health Department (referral form to be filled out by this department) and floor plan of apartment stamped by Board of Health.**
- **If in the sewer district, a floor plan of the apartment.**
- **\$200.00 fee.**

Certificate of Occupancy is required (\$80 fee payable at permit issuance)

GENERAL INFORMATION

- **All permits are valid for 18 months from the date of issuance. However, work must commence within the first 6 months from date of issuance or the permit will be null and void.**

If the work will take place on a corner lot, the setbacks may be different. Please ask for more information.

PROPOSED DISTRICT REQUIREMENTS FOR EXISTING RESIDENTIAL PROPERTIES						
	Principal			Accessory		
Lot Area	Front	Sides	Rear	Front	Sides	Rear
Up to ¼ Acre	25	10	15	25	10	10
¼ to ½ Acre	25	15	20	25	10	10
½ to 1 Acre	40	20	30	40	15	15
Larger than 1 acre	40	25	40	40	20	20

APPLICATION FEES

The fees are calculated as follows:

\$50 plus \$12.00 per \$1,000 estimated cost

The estimated cost is calculated as follows:

Sheds: **\$25.00 per square foot**

Decks: **\$35.00 per sq. ft.**

Garages (single story, attached or detached): **\$75.00 per square foot**

Residential Living area: **\$100.00 per square foot**

Commercial Construction: **\$150.00 per square foot**

Pool Permits: **\$150.00 flat rate – above ground**
\$300.00 flat rate – inground

Sign Permits: **\$150.00 flat rate**

Plumbing Permits: **\$15.00 per fixture with a \$75.00 minimum**

Excavation or fill permits: **\$200.00 for the first 2,000 cubic yards of material or portion thereof,
and \$100.00 for each additional 1,000 cubic yards of material**

Re-Inspection fee: **\$50.00 payable in advance of re-inspection**

Mother/Daughter Permit: **\$200.00 flat rate**

Accessory Apartment Permit: **\$400.00 flat rate**

Gas Installation: **\$50.00 Residential/\$100 Commercial/Industrial (3 fixtures)**

After all inspections have passed and the final papers have been submitted and approved, a Certificate of Occupancy/Compliance will be issued and must be paid, by certified check, cash, or money order, and picked up by the applicant and/or agent.

The fee for the Certificate of Occupancy/Compliance is:

\$80.00 for Residential

\$150.00 for Commercial



New York State Department of Labor
Elliot Spitzer, Governor
M. Patricia Smith, Commissioner

OCTOBER, 2007

**CONTACT INFORMATION
FOR
ASBESTOS PROJECTS**

The Department of Labor regulates most asbestos control activities in the State through its Asbestos Control Bureau; all contractors must be licensed and all asbestos handlers certified by the Department's Worker Protection Central Processing Unit. Projects must be conducted in accordance with safety standards promulgated by the Commissioner of Labor to avoid potential public health hazards that can result from the improper handling of asbestos or asbestos material, a potential carcinogen. A copy and update to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, www.labor.state.ny.us.

For more information, call or write the New York State Department of Labor, Division of Safety and Health at one of the following locations:

**ASBESTOS CONTROL BUREAU
DISTRICT OFFICES**

ALBANY

State Office Campus
Building 12, Room 157
Albany, NY 12240
Tel: (518) 457-2072

BUFFALO

65 Court Street
Room 405
Buffalo, NY 14202
Tel: (716) 847-7126

SYRACUSE

450 South Salina St.
4th Floor – Room 401
Syracuse, NY 13202
Tel: (315) 479-3215

NEW YORK CITY

75 Varick St.
7th Floor
New York, NY 10013-1917
Tel: (212) 775-3538

**TO SUBMIT:
ASBESTOS PROJECT NOTIFICATION
AND/OR EMERGENCY NOTIFICATION**

Asbestos project notifications may be made on-line by going to: www.labor.state.ny.us, quick links, to Asbestos Notification, by licensed asbestos contractors. Emergency notifications must initially be called in for approval: (518) 485-9263. After the approval process, the contractor may proceed to pay and fill out the appropriate on-line notification. You may also mail in your paperwork to: NYS Department of Labor, Worker Protection Central Processing Unit, State Office Campus, Building 12, Room 290, Albany, NY 12240, Tel: (518) 485-9263.

Questions about obtaining and/or renewing an Asbestos license or any type of Asbestos Certification may also be obtained from the Worker Protection Central Processing Unit.

