

Village of Warwick Building Department
77 Main Street
PO Box 369
Warwick, NY 10990
(845) 986-9888 Ext. 107 FAX (845) 987-1215
Email: villagebuilding@warwick.net

Information Sheet

Please read and understand this information before signing your permit.

Important

The permit applicant and property owner:

1. Accepts the responsibility to perform all work in accordance to the description, plans, and specifications submitted. The applicant further agrees to perform all work in accordance with State and Local Building Codes.

2. Understands that all electrical work will be inspected by a certified electrical inspector and must call and arrange for inspections from an approved agency.

<i>Commonwealth Electrical Inspection Services</i>	<i>845 783 9309</i>
<i>Tri-State Inspection Agency</i>	<i>845 986 6514</i>
<i>Electrical Underwriters of NY</i>	<i>845 569 1759</i>
<i>Swanson Consulting</i>	<i>845 496 5160</i>

3. Will submit the appropriate proof of Workers Compensation (no Accord forms) or waiver.

4. Fees

- The fee for a permit is \$40.00 when construction cost is \$0 to \$4000.00. The fee for a permit when construction cost is over \$4000.00 is 1 percent of the construction cost.
- The fee for a sewer tap is \$3000.00 per dwelling.
- The fee for a water tap is \$3000.00 per dwelling. In addition to the tap fee there is an application fee of \$1000.00 per dwelling. The fee for a water meter (3/4") to be installed is \$450.00.

Documentation required with the building permit

Two sets of plans signed and stamped by a design professional. One set of plans will be returned with the permit and must remain on site and available to the inspector. *Exceptions: roofs, sheds, above ground pools, and fences*

Survey

Site plan (sub divisions only)

Inspections

Inspections must be scheduled (phone or email) a minimum of 24 hours in advance.

A certificate of occupancy will not be issued unless the inspections listed on page two are scheduled by the applicant and performed by the Code Enforcement Official.

Documentation needed for a Certificate of Occupancy/Compliance

An updated survey (if the footprint of a structure has changed)

Design professional affidavit signed and stamped (page 4)

Final electrical certificate

Certificate of Occupancy application (page 4)

The permit will be mailed to the property owner within 30 days after submission and is valid for one year.

The applicant understands and will submit the affidavit by a Registered Architect or Professional Engineer on all projects requiring a stamped plan when the project is completed.

Call "Dig Safely New York" Before Digging 1-800-962-7962

Please retain this form with your records.

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Address _____

Inspections required

Inspections must be scheduled (phone or email) a minimum of 24 hours in advance.

A certificate of occupancy will not be issued unless the following inspections are scheduled by the applicant and performed by the Code Enforcement Official. No two inspections can be combined:

Pre-permit site inspection Date of Inspection _____

Footing form inspection Date of Inspection _____

Foundation wall inspection Date of Inspection _____

Foundation waterproofing inspection Date of Inspection _____

Footing drain inspection Date of Inspection _____

Water and Sewer service inspection Date of Inspection _____

- Both lines must be visible in approved trenches
- Water service and the building sewer shall be separated by 5 feet of undisturbed earth
- Water service must be under municipal pressure
- Water service line must be 42 inches below grade

Pre-slab inspection (gravel, plastic, and wire mesh) Date of Inspection _____

Framing inspection to include sheathing (exterior) Date of Inspection _____

Roofing inspection Date of Inspection _____

- Weather shield 2 foot above the winter warm side of the exterior wall

Gas line inspection Date of Inspection _____

- Tested at no less than 1 ½ times the proposed maximum working pressure but not less than 3 psig. Test duration shall be not less than ½ hour for each 500 cubic feet of pipe volume.

Electric rough (performed by a third party) Date of Inspection _____

Plumbing rough Date of Inspection _____

- Water checked under pressure (Not less than 50 PSI or municipal pressure)
- Waste and Venting (checked at 5 PSI for 15 minutes or water gravity test)

Fire inspection (fire stopping and fire caulk) Date of Inspection _____

Insulation inspection Date of Inspection _____

Sheetrock inspection (prior to taping and spackling) Date of Inspection _____

Final electrical inspection (performed by a third party) Date of Inspection _____

Final inspection Date of Inspection _____

Please retain this form to keep track of your inspections

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BUILDING PERMIT APPLICATION

Date: _____

Property Owner Information:

Name: _____
Street Address: _____
City/State and Zip: _____
Telephone Number: _____ Cell _____
Email: _____

Contractor Information:

Name: _____
Street Address: _____
City/State and Zip: _____
Telephone Number: _____
Email: _____ Cell _____

Architect or Engineer Information:

Name: _____
Street Address: _____
City/State and Zip: _____
Telephone Number: _____

Location of Proposed Construction:

Street Address: _____
Section: Block: Lot: _____

Proposed Construction:

Estimated Cost of Construction: \$ _____

Application Fee: \$ _____

\$0 to \$4000.00 Construction Cost-\$40.00

Over \$4000.00- 1% of Construction Cost

Sewer Reduction Fee: \$3000.00 \$ _____

Water Meter \$450.00 \$ _____

Tap Fees: \$4000.00 \$ _____

Total Fees: \$ _____

I certify that I am the property owner, or an agent of the owner, of the address listed on this application, and that the information provided is true and correct. I certify that I understand the terms of this application as stated on the information sheet, and agree to all terms.

Date: _____ Property Owners Signature: _____

Approval Date _____ Reviewer _____

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This form must be submitted when the project has been completed.

Certificate of Occupancy/Compliance Application
To be submitted after the completion of the project

Date: _____

Building Permit Number: _____ Date of Permit: _____

Location of Construction: _____

Section Block Lot: _____

Property Owner Information:

Name: _____

Street Address: _____

City/State and Zip: _____

The undersigned declares that the actual cost of construction conducted under the building permit number listed above was \$ _____

Homeowner's signature: _____

Affidavit by a Registered Architect or Licensed Professional Engineer
To be completed by a registered architect or licensed professional engineer.

As per the Village of Warwick Local Law 49-14 and Zoning Ordinance 145-149.1, subsection B.1, I have examined the plans of the structure for which the certificate of occupancy is sought; I certify that the structure has been erected substantially in accordance with the approved plans and complies with the Village of Warwick Zoning Ordinances. The structure also complies with any approved subdivision or site plan except insofar as variations have been legally authorized. Such variation shall be specified on this affidavit.

Signed: _____

SEAL: