

Village of Warwick Building Department
77 Main Street
PO Box 369
Warwick, NY 10990
(845) 986-2031 Ext. 107 FAX (845) 987-1215
building@villageofwarwick.org

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 and the Local Zoning Ordinance.

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>Electrical Underwriters of NY</i>	<i>(845) 569 1759</i>
<i>Swanson Consulting</i>	<i>(845) 496 4443</i>
<i>New York Certified Electrical Inspectors</i>	<i>(845) 294 7695</i>

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

4. Fees

- The fee for a permit is \$75.00 plus €.75 per square foot of conditioned space which includes additions, alterations, new construction, and renovations. The fee for a permit when construction cost is over \$200,000.00 is 1 percent of the construction cost. There is a \$50.00 fee for permit extensions for a maximum of six months.
- 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

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. The applicant is responsible to close out all permits.

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 3) if plans were submitted with the permit.

Final electrical certificate

Certificate of Occupancy application (page 3)

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 (see page 3).

The applicant must notify the Building Department when the project is completed.

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

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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: _____

Proposed Construction (use the back of this page if more space is needed):

Estimated Cost of Construction: \$ _____ (If over \$200,000.00, the permit fee is 1% of the cost of construction)

Permit Fee (basic) \$75.00

(The following fees may apply)

Square footage of conditioned space _____ x $\text{¢}0.75 =$ _____

Sewer Reduction Fee: \$3000.00 \$ _____

Water Meter \$450.00 \$ _____

Water 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: _____

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*This form must be submitted when the project has been completed in order to receive a Certificate of Completion.
The property owner is responsible for submitting this form and closing the permit.*

Certificate of Occupancy/Compliance Application

Building Permit Number: _____ Date of Permit: _____
Address of Construction: _____ Section Block Lot: _____

Property Owner Information

Name: _____
Street Address: _____
City/State and Zip: _____
The undersigned declares that the actual cost of construction is \$ _____
Property Owners Signature: _____ Date _____

Affidavit by a Registered Architect or Licensed Professional Engineer

To be completed by a registered architect or licensed professional engineer when plans are submitted only.

As per the Village of Warwick Local Law 49-7 subsection (10), 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: _____ Date _____ SEAL: _____

Affidavit of Compliance with New York Energy Star labeled Homes Program

To be completed by a RESNET certified HERS rater for new dwellings only.

As per the Village of Warwick Local Law 49-4, sub section (h), I certify that the above mentioned structure is compliant with the "New York Energy Star Labeled Homes Program" requirements and has achieved a HERS rating of 84 or higher.

Signed: _____ Date _____

Solar Panel (Photovoltaic and Solar Hot Water) Installer Affidavit

To be completed by the installer for Solar Panel Installations Only.

The undersigned affirms that the Solar Panels, Photovoltaic or Solar Hot Water, installed on the roof, ground, or both at the address below, are installed in compliance with the panel manufacturers installation specifications, and the design professionals plans if required at the time of the permit application.

Property Owner _____ Address _____
Installation Company _____ Installers Name _____
Installers Signature _____ Date _____