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 third party, certified Electrical inspector and must call and arrange for electrical inspections directly with the independently chosen Electrical Inspector. The building/property owner is responsible for obtaining the appropriate insurances and qualifications of the Electrical Inspector. The Village of Warwick assumes no responsibility or liability for electrical work. All electrical work must be performed by an Electrician licensed to perform electrical work in Orange County, N.Y.

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.

- **Application for temporary use of water, per application is $1000.00.**

- **The fee for a water meter (see attached).**

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 where 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: _____
Is this location in a floodway?_____ Is this location in a flood zone?_____

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 ¢.75=**_____

Total fee **$**_____

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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WATER AND SEWER PERMIT APPLICATION

Date: _____

Property Owner Information:
Name: _____
Street Address: _____
City/State and Zip: _____
Telephone Number: _____Cell_____
Email: _____

Location of Proposed Construction
Property-Section/Block/Lot_____
Street Address_____
Nature of Use Property_____
Number of Dwelling Units Served by Water Connection_____

Proposed Construction (use the back of this page if more space is need):
Water Service Pipe Diameter_____ Water Line Length_____
Sewer Line Length_____ Approximate Anticipated Water Usage _____gal/day
Describe Location & Nature of Proposed Line (Provide Plan)_____
_____
_____

Fees (For Office Use/Circle all that Apply)

Water Fees:	
Water Service Application Fee:	**$3,000.00/Dwelling Unit**
Water Service Pipe Connection Fees (3/4" pipe)	**$3,000.00**
Note: 1" or over service line in excess of 12' at actual cost to Village including inspection)	
Water Meter installation fee as follows:	
5/8" x ¾" with generator register w/connections	**$ 500.00**
¾" with generator with connections	**$ 550.00**
1" with generator with connections	**$ 650.00**
Exceeding 1"	**Actual cost to Village**
Sewer Fees:	
Sewer Reduction Fee:	**$3,000.00**
Sewer Application Fee:	**$ 25.00/Dwelling Unit**
Sewer Inspection Fee:	**$ 12.50/Dwelling Unit**
Length in Excess of 12 ft.	**$ 35.00/Linear Foot**

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:

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_____