

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

## NEW CONSTRUCTION BUILDING PERMIT - INCLUDES WATER AND SEWER

### 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 with 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
  - Please see the Village of Warwick Schedule of Fees found on the Village's website: [www.villageofwarwick.org](http://www.villageofwarwick.org)
  - See attached Water & Sewer Permit Application.

##### 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.

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***

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

## 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: \$ \_\_\_\_\_

Permit Fee (basic) \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

Additional Fee: \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

Additional Fee: \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

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: \_\_\_\_\_

## Building Fees:

Category	Sub-Category	Type of Fee	Amount
Building Department	Building Permit	Commercial Construction and Residential of greater than 2 units	\$4,000.00 plus 0.5% of Construction Cost over \$200,000 with Construction Cost provided by a NY Licensed Architect or Engineer
Building Department	Building Permit	Residential 1 and 2 Family for Interior Space (New construction and additions)	\$1,000.00 plus \$0.75 per square foot over 1000 square foot conditioned space
Building Department	Building Permit	Interior Alterations and Renovations; Exterior; Solar Panels Without Energy Storage	\$150.00  *Including Shed, Fence, Generator, and ABOVE Ground Pool
Building Department	Building Permit	Pool Inground	\$300.00
Building Department	Building Permit	Solar Panels with Energy Storage	\$200.00

Village of Warwick Building Department  
77 Main Street/P.O. Box 369  
Warwick, NY 10990

**WATER AND SEWER PERMIT APPLICATION**

Date: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State and Zip: \_\_\_\_\_

Mailing 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

\*Sprinkler System Size: \_\_\_\_\_ Circle Sprinkler Type(s): Fire Suppression Lawn Sprinkler

\*Any sprinkler system requires backflow device.

Describe Location & Nature of Proposed Line (Provide Plan) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees (For Office Use/Circle all that Apply)**

**Water Fees:**

Water Fees	Amount	Service Required (check all that apply)	Payment Received (Check # / Cash)	Date Payment Received
Water Service Application Fee per tap	\$1,600			
Cost of service pipes and tap up to and including 1" service	\$9,000			
Cost of service pipes over 1" service	Actual Cost to Village			
Cost of service pipes with service line in excess of 12', per linear foot	Actual Cost to Village			
Water Inspection Fee per tap	\$1,200			

**Water Meter Installation Fees:**

<b>Water Meter Installation Fees</b>	<b>Amount</b>	<b>Service Required (check all that apply)</b>	<b>Payment Received (Check # / Cash)</b>	<b>Date Payment Received</b>
Meter installation charges up to and including 1"	\$1,200			
Meter installation exceeding 1"	Actual cost to Village			

**Sewer Fees:**

<b>Sewer Fees</b>	<b>Amount</b>	<b>Service Required (check all that apply)</b>	<b>Payment Received (Check # / Cash)</b>	<b>Date Payment Received</b>
Sewer Permit Application Fee, per tap	\$1,200			
Sewer Tap-In Fee, per tap	\$7,000			
Service line in excess of 12', per linear foot	\$150			
Sewer Inspection Fee, per tap	\$1,000			

**Total Fees:**      \$ \_\_\_\_\_

**Customer Certification**

**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.**

\_\_\_\_\_  
Printed Name – Property Owner

\_\_\_\_\_  
Signature – Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Boris Rudzinski  
VOW Building Inspector

\_\_\_\_\_  
Mike Moser  
VOW DPW Supervisor

\_\_\_\_\_  
Christopher Bennett  
VOW Water Distribution Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Water Billing Office Use Only***

- 
- 1. Date Received by Water Billing Department: \_\_\_\_\_
  - 2. Date Account Created in Edmunds: \_\_\_\_\_
  - 3. Date Work Order Created for Installation: \_\_\_\_\_
  - 4. Date New Meter Details Entered in Edmunds: \_\_\_\_\_
  - 5. Date Added to Annual Fire Sprinkler Fee List: \_\_\_\_\_
  - 5. Date Entered Backflow Information to Account: \_\_\_\_\_

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

*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 \_\_\_\_\_