



"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

Supervisor: (845) 688-7165

Police: (845) 688-9902

Town Clerk: (845) 688-5004

Justice Court: (845) 688-5005

Assessor: (845) 688-5003

Assessor Fax: (845) 688-5708

ZBA/ZEO/Planning: (845) 688-5008

Highway: (845) 688-9901

Fax: (845) 688-2041

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

BUILDING PERMIT APPLICATION AND INSTRUCTIONS

All Permit Applications:

All applications must be returned to the above address, fully completed and on the original forms. Failure to do so may result in a delay.

Application for Building Permits:

The primary applicant is the LAND-OWNER. A secondary applicant may apply, but **must** show proof that they are making the application with the authorization of the owner. The owner **must** sign the application. If the owner does not reside locally, they must provide a notarized letter of authorization, to be submitted as part of the application package. The owner's mailing address must be provided if it is different from the location address. Two (2) sets of construction documents must accompany the application. Construction documents must indicate with sufficient clarity and detail the proposed project, extent of the work to be performed, location of the work on the property, and the estimated cost of the job (this requires a copy of the contractors' job estimate.)

The proposed work must comply with the Town of Shandaken's Zoning Code, New York State Uniform Code and the State Energy Conservation Construction Code.

Proof of Liability Insurance and Workers Compensation Insurance must be submitted with the application. If you are claiming to be exempt from carrying Workers Compensation Insurance then you must attach a copy of the New York State CE-200 form with a valid certificate number. This form may be found at wcb.ny.gov. A worksheet for calculating the fee for the building permit is attached. This fee is due upon receipt of the application. You may pay by cash, a check payable to: Town of Shandaken, or credit cards are accepted at the Town Clerks office.

All necessary inspections require **YOU** to notify the Building Inspector forty-eight (48) hours in advance. Once the job is complete, **YOU** must notify this department for a final inspection and to obtain the Certificate of Occupancy or Compliance. The following are items which require inspections:

Pre-construction site inspection; excavation for footings (prior to concrete placement;) foundation walls (prior to concrete placement if applicable;) waterproofing/drainage; framing with windows and doors before mechanicals; mechanicals (plumbing, HVAC, gas, electrical;) insulation including vapor barrier; final inspection.

Failure to notify this office for any of the above inspections may result in revocation of permit, legal action, and refusal to issue Certificate(s.)

Town of Shandaken Building Department Fees

WORK STARTED WITHOUT A PERMIT IS SUBJECT TO A \$300 FINE

Effective October 2020

New Commercial and Residential Construction

New Residential Construction or Additions	.50¢ p/sqft plus the Certificate Fee
New Commercial Construction or Additions	.55¢ p/sqft plus the Certificate Fee
New Decking	.40¢ p/sqft plus the Certificate Fee
Manufactured/Mobile Home	\$225 plus foundation cost includes Certificate of Occupancy
Fence Permit	\$75 includes Certificate of Compliance
Alternative Heating Appliance Permit	\$100 includes Certificate of Compliance
Sign Permit	\$100 includes Certificate of Compliance
Appliance Permit	\$25 plus the Certificate Fee
Roofing Permit	\$50 includes Certificate of Compliance
Certificate of Occupancy	\$50
Certificate of Compliance	\$25

Renovations to Existing Structures

fee is calculated based on Total Valuation of Construction

\$0 - \$2,000	\$35 plus the Certificate Fee
\$2,001 - \$25,000	\$35 for the first \$2,000 plus \$5 for each additional \$1,000 up to and including \$25,000. Plus, the Certificate Fee
\$25,001 - \$50,000	\$150 for the first \$25,000 plus \$4 for each additional \$1,000 up to and including \$50,000. Plus, the Certificate Fee
Over \$50,000	\$250 for the first \$50,000 plus \$5 for each additional \$1,000. Plus, the Certificate Fee

Estimated Cost of Project:

Contractors Estimate: \$ _____

MUST INCLUDE COPY OF THE ACTUAL ESTIMATE

If the work is to be performed by the homeowner: \$ _____

Permit Fee: \$ _____

We accept cash or checks payable to **Town of Shandaken**. Debit and credit card payments are accepted by the Town Clerks office.

**** FEES ARE NON-REFUNDABLE ****

Project Location:

Project Details:

The plans for the work to be performed must accompany this application and show compliance with the applicable sections of the New York State Building Codes, the New York State Energy Codes, and the Town of Shandaken Zoning Codes. Some plans may be required to be stamped by a NYS licensed architect or engineer.

Scope of Work:

Existing use and occupancy: _____

Proposed use and occupancy: _____

Dimensions of existing structure: Front _____ Rear _____ Depth _____ Height _____

Setbacks of existing structure: Front Rear Depth Height _____
Check Box

Dimensions of proposed structure: Front _____ Rear _____ Depth _____ Height _____

Setbacks of proposed structure: Front _____ Rear _____ Depth _____ Height _____

Type of Project:

- New Building Addition Alteration Repair/Replacement Relocation Generator
- Fence Sign Solar Panels Oil Tank Roofing Alternative Heating Appliance
- Appliance (Heating, AC, Hot Water etc.) Other_____

If an addition is being constructed, it will be used as: (check all that apply)

- Family Room Living Room Dining Room Kitchen Bedroom Office Den
- Sun Room Full Bathroom Half Bathroom Other_____

Deck/Porch: Open Covered Enclosed Screened Other_____

Basement: Full Partial Crawl Piers Slab

Garage: Attached Detached

Type of Construction: Stick Built Modular Mobile Other_____

Utilities: Electric Gas Oil Solar Geothermal Wind Tidal Other_____

Project Location:

