



"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 April 2025

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 and Accessory Structures	.50¢ 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
Zoning Review	\$30

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:

Property Information:

Number and Street Address: _____

Section: _____ Block: _____ Lot: _____ Zoning District: _____

Is the property located in a flood zone? ☐ Yes ☐ No

If yes, a completed Flood Plain Development Permit application must be submitted with this application.

Owner Information:

Owner(s) Name: _____

Mailing Address: _____

Contact Number(s): (Home)_____ (Cell)_____

Email address: _____

Contractors and/or Engineer Information:

Name and/or DBA: _____

Mailing Address: _____

Contact Person: _____

Contact Number(s): _____ Fax: _____

Email address: _____

[illegible]

Name and/or DBA: _____

Mailing Address: _____

Contact Person: _____

Contact Number(s): _____ Fax: _____

Email address: _____

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 _____

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:

Plot Plan:

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of man-made features (i.e.: buildings, driveways, walls and fencing) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are.

List of items required to be shown on the Plot Plan:

1. Name and site address
2. Property lines (boundaries) with dimensions
3. The exterior dimensions of existing and proposed buildings, additions and structures with distances to property lines
4. The distance from the curb to the property line
5. The distance from the centerline of the street to the property line
6. Show all setbacks (front, sides and rear)
7. North arrow scale

Description of Project:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. The overall appearance is that of a clean, unused piece of stationery or notebook paper.

