



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

[www.shandaken.us](http://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

## Demolition Permit Instruction

All applications must be completed and returned on the original forms provided. Please submit forms to the Town of Shandaken Building Department in person or by mail to the address provided above.

### Application for Demolition Permit:

The primary applicant is the property owner. A secondary applicant (contractor) may apply, but must show proof that he/she is filing the application with the authorization of the owner. The owner must sign the application or submit a notarized letter of authorization as part of the application package. There is an agent authorization form available on the town's website or in the building department office. A current mailing address must be provided when different from the parcel location. All contractors involved in the project must provide proof of Workers Compensation. If you are claiming to be exempt from carrying Workers Compensation Insurance then you must attach a copy of the New York State for CE-200 with a valid certificate number. This form may be found online at [www.wcb.ny.gov](http://www.wcb.ny.gov)

### Application Fee:

The demolition permit fee is \$120 which includes the Certificate of Compliance fee. Upon completion of the project the applicant must contact the Building Department to schedule a final inspection. Once the inspection has been completed a Certificate of Compliance will be issued. If the demolition was done in preparation for any new construction the final inspection and issuance of the Certificate of Compliance must be completed before a building permit will be issued.

Should you need help filling out the application you may contact the Building Department at (845) 688-5008 Monday – Thursday to schedule an appointment.

**APPLICATION FOR A DEMOLITION PERMIT**

**Part I Identification of Applicant**

Owner \_\_\_\_\_ Applicant (if not owner) \_\_\_\_\_  
Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**Part II Identification of Property**

Location Address: \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Is the property located in a flood zone? \_\_\_ yes \_\_\_ no **If yes you will need a floodplain development permit.**

**Part III Identification of Structure**

Description of Structure: \_\_\_\_\_ Current Occupancy of Structure: \_\_\_\_\_

Structure Construction Type: \_\_\_\_\_ Proposed Occupancy of Structure: \_\_\_\_\_

**Part IV Identification of Contractor**

Name/DBA \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Part V Project Details**

Please provide a detailed description of the proposed demolition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Service utility connections shall be discontinued and capped in accordance with the approved rule and the requirements of the authority having jurisdiction. A permit shall be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. A demolition permit shall expire six months from the date of issuance or upon the issuance of a certificate of completion of the permitted work, whichever occurs first.\*\*

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**The Section Below is For Office Use Only**

**Date Recd:** \_\_\_/\_\_\_/\_\_\_ **Recd By:** \_\_\_\_\_ **Date Reviewed by Bldg Inspector:** \_\_\_/\_\_\_/\_\_\_

**Is Application Complete:** ( ) Yes ( ) No **Documentation Needed:** \_\_\_\_\_  
**Date Recd:** \_\_\_/\_\_\_/\_\_\_

**Date Reviewed:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_ **Approved:** ( ) Yes ( ) No