

# TOWN OF PLEASANT VALLEY

## Building Permit Application

Each application must be completely filled out, notarized, and accompanied by a plot plan, proof of worker's compensation insurance (or exemption from worker's compensation), owners consent, a floor plan, and a wall/cross section of the proposed construction showing location, dimensions and type of material used. Additional drawings and information may be required depending on size, complexity, location, and intended use of the building. The Impervious Permit application must be filled out for all exterior structures.

If you are a contractor applying for a customer and wish to have the permit mailed to you, you must supply a self addressed stamped envelope. Otherwise the permit and/or Certificate of Occupancy/Compliance will go to the homeowner only.

All applicable fees (see attached Schedule of Fees) are payable at time of application. Validity period and renewal are as per § 98-88E of the Code of the Town of Pleasant Valley.

The following conditions may delay, inhibit or prevent the issuance of a Construction Permit:

- Incomplete/insufficient information provided at time of application
- Bulk and or Setback Requirements, floodplain or wetland restrictions, and other Zoning requirements not met
- Special Use permit or Area/Use Variance from the ZBA
- Site Plan Approval from the Planning Board required
- Driveway permit and approval from the Dutchess County Dept. of Health not in place
- Existing un-remedied zoning/ building violations and/or unpaid fees

The specifically effected area of a building for which a Building Permit has been issued shall not be occupied or used in whole or in part for any purpose or reason prior to the issuance of a Certificate of Occupancy/Compliance. Certificates will be issued upon verification of the following:

- Verification of adherence to the NY State Building Code by the P.V. Building Inspector at applicable phases of construction: footings, foundation, framing, electric and plumbing, insulation and final inspection.
- Certificate of electrical inspection from a NY State certified inspection agency
- Approval of driveway construction
- Approval of the septic system and water supply by the DC Health Dept.

Phone numbers:

PV Building Inspector & Zoning Administrator 635-8395  
DC Dept. of Health (Millbrook office) 677-4001  
Electrical Inspectors Thomas LeJuene 373-7308  
Bill Jacox 876-8794  
David Scism 757-5916

PV Highway Superintendent

635-3154



Town of Pleasant Valley

Office of Building/Planning/Zoning Department

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,  
PREENGINEERING WOOD CONSTRUCTION, AND/OR  
TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES**

**(In accordance with Title 19 NYCRR Part 1265)**

**Owner of Property:** \_\_\_\_\_

**Subject Property (Address and Tax Map Number:**

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

**Please Take Notice that the (check All that Apply)**

- \_\_\_ **New Residential Structure**  
\_\_\_ **Addition to Existing Residential Structure**  
\_\_\_ **Rehabilitation to Existing Residential Structure**

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE  
ABOVE WILL UTILIZE (Check each applicable line)**

- \_\_\_ **Truss Type Construction (TT)**  
\_\_\_ **Pre-Engineered Wood Construction (PW)**  
\_\_\_ **Timber Construction**

**IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):**

- \_\_\_ **Floor Framing Including Girders and Beams (F)**  
\_\_\_ **Roof Framing (R)**  
\_\_\_ **Floor Framing and Roof Framing (FR)**

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Capacity (Check One)      Owner: \_\_\_\_\_      Owner's Representative \_\_\_\_\_**



## TOWN OF PLEASANT VALLEY Building Permit Application Checklist

### Documents Required: \*

- 1) Full application package filled out completely
- 2) Impervious Surface Permit application (if applicable)
- 3) Plot Plan filled in with all dimensions and locations of proposed work
- 4) Homeowner's insurance – copy of declarations page
- 5) Certificate of Workers Compensation (notarized) (if applicable)
- 6) Certificate of Liability Insurance
- 7) Electrical Certificates (if applicable)
- 8) Owner's Consent form (if applicable)
- 9) Plans – sufficient in detail so as to be reviewed by the building inspector
- 10) Dutchess County San 34 form (if applicable)
- 11) Dutchess County San 35 form (if applicable)
- 12) Permit for Work on Town Road – driveway permit triplicate application (if applicable)
- 13) Driveway connection specification sheet relative to the above (as applicable)

*\* Not all items and forms will be applicable for every application*

### Building Permits

A.	Residential, Manufactured, Mobile Homes	.50 per Sq Ft*
B.	Commercial	.60 per Sq Ft *
* \$100 Minimum		
C.	Agricultural buildings in Agricultural Districts Pursuant to New York State Agriculture and Markets Law § 305a(1) i. Application ii. Inspection Fee	.15 per Sq. Ft** **\$750 maximum \$100 Per Inspection*** ***\$200 maximum
D.	Roof Replacement (Structural)	\$100
E.	Pool Permit i. Above Ground ii. On Ground	\$100 \$200
F.	Demolition Permit i. Residential ii. Commercial	\$100 \$100
G.	Supplemental Heating Device (Woodstove, Pellet Stove, Gas Fireplace, etc.)	\$100
H.	Occupancy change for Commercial Use i. No Physical Changes ii. With Physical Changes  (Requires review by fire and zoning administrator)	\$100 \$200
I.	Electrical	\$100
J.	Start-up/Fit-up	\$100

### Fire Inspection

A.	Up to 1000 Sq. Ft.	\$50
B.	1000 Sq. Ft. to 5000 Sq. Ft.	\$100
C.	Over 5000 Sq. Ft.	\$150
D.	Oil Tank Abandonment/Replacement Above or Underground	\$100

**All Fees doubles for as built conditions**

**Building permits are good for one year from date of issuance. Permits must be renewed annually**

## **Procedures - Applying / Closing Building Permits**

1. Apply for a Building Permit; fill out, complete and submit all applicable documents.
2. Once work is completed:
  - a. For Electrical: Obtain a Completion of Work Certificate from Electrical Inspector.
  - b. For Electrical and Building, follow steps 3 and 4, below:
3. Call the Building Department to Schedule an Appointment with the Building or Fire Inspector for a final inspection.
4. Once the Final Inspection has been completed, a CC/CO is issued by the Town thus closing the Permit.

Note: Building/Electrical Permit should be Renewed if the work is not complete.

Renewals should occur *before* your permit expires.

Once your permit expires, the fee will need to be paid again.

No CC/CO will be issued on an Expired Permit, as that permit, once expired, no longer exists.

Town of Pleasant Valley, Dutchess County, New York

Office of Zoning Administrator  
1554 Main Street, Pleasant Valley, NY 12569  
Phone (845) 635-8395; Fax (845) 635-1452

Application for Building Permit

<u>For Office Use Only</u>			
Application Date _____	Permit Number _____	OK to Issue _____	Permit Fee \$ _____
		Receipt # _____	Check # _____

This application must be fully completed and submitted to the Building/Zoning Office at Pleasant Valley Town Hall, along with an accurate Plot Plan and a complete set of plans of the proposed construction. The drawings must show the material and equipment to be used, and the details of structural, mechanical, plumbing and electrical installations. The Building Inspector may require that these plans be stamped and signed by a New York State registered architect or engineer. If the applicant is not the owner, a consent form must be executed. (see attached). **The Impervious Surface application must be completed for all exterior structures.**

Applicant: Name \_\_\_\_\_ Phone Nr. \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner: Name \_\_\_\_\_ Phone Nr. \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project: Location \_\_\_\_\_ Tax Grid Nr. 13- \_\_\_\_\_ Zoning District \_\_\_\_\_

Proposed Work:  New Construction  Addition  Alterations  Installation  Change of Occupancy for Business

Dimensions: Front \_\_\_\_\_, Rear \_\_\_\_\_, Depth \_\_\_\_\_, Height \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Existing Use and Occupancy \_\_\_\_\_

Description of Proposed Work \_\_\_\_\_

I hereby certify that I have read, understand and will comply with the following:

1. The work covered by this application may not be commenced before the issuance of a Building Permit.
2. A Building Permit becomes void if the work is not started within one year of date issued.
3. The Building Permit must be kept at the construction site and the Permit Placard must be visibly posted.
4. Each Building Permit expires 12 months from the date issued and may, upon application for renewal, be extended for one additional year.
5. The applicant agrees to comply with all applicable laws, ordinances and regulations.

**The specifically effected area of a building for which a Building Permit has been issued shall not be occupied or used in whole or in part for any purpose or reason prior to the issuance of a Certificate of Occupancy/Compliance.**

All phases of construction are inspected at the appropriate time through the Building Department with at least 24 hours' notice with the exception of the electrical inspection which is performed by the NYS underwriters. (See cover page)

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Town of Pleasant Valley  
1554 Main Street  
Pleasant Valley, NY 12569

**Plot Plan**

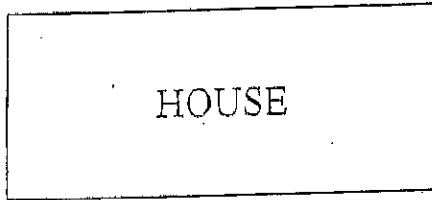
Must be submitted with application for all exterior construction with all the proper setbacks

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Location of site \_\_\_\_\_ Grid Nr. \_\_\_\_\_

Rear of Lot \_\_\_\_\_ feet

Please indicate where on your property the new structure will be built



Side setback \_\_\_\_\_ feet      Side setback \_\_\_\_\_ feet

Rear setback \_\_\_\_\_ feet

Front setback \_\_\_\_\_ feet

Road Frontage \_\_\_\_\_ feet

Town of Pleasant Valley  
Office of Zoning Administrator  
1554 Main Street, Pleasant Valley, NY 12569

Application for Impervious Surface

A Building Permit will not be issued for your project until this application is completed by you.

Applicant: Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

Property Owner: Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

Grid No. Of Location: \_\_\_\_\_ Zoning \_\_\_\_\_ Lot size (acreage) \_\_\_\_\_

Dimensions of new construction	_____	sq ft
All existing structures on property	_____	sq ft
	_____	sq ft
	_____	sq ft
	_____	sq ft
	_____	sq ft

*§98.33 Impervious Surface - Definition - Those surfaces which do not allow the passage of water - i.e. asphalt, solid concrete pad, the house, shed, pool, patio and/or any other solid surface that water can not penetrate.*

Any impervious surface is considered a Structure, and as such is required to obtain a no-fee building permit prior to construction if such structure. This includes impervious parking lots and driveways, except paving and/or repaving existing driveways.

This application will be reviewed by the Zoning Administrator. A site inspection may be required to check conformity to the above regulations.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>	
I have reviewed this application and recommend	_____ Issuance _____ Denial of this
Impervious Surface Permit Application	
Total Impervious Surface _____ %	
A site inspection has been performed	_____ Yes _____ No Date _____
Signature	_____



## Schedule of Area and Bulk Requirements

	Con	RA	RR	LDR	MDR	HDR	MHP	MC	IIR	H-PV	II-SP	II-WII	OI	Q	SFH
Min Lot size	N/A	N/A	N/A	N/A	N/A	N/A	{1}	.5	N/A	N/A	N/A	N/A	1	20	{2}
Average Density/R {acres for calculation of no. lots only	10	5	3.5	2	1	.5	N/A	N/A	.15	.15	.15	.15	N/A	N/A	N/A
Min. Rd Frontage	50'	50'	50'	50'	50'	50'	{1}	50'	50'	50'	50'	50'	50'	50'	50'
Min/Max front yard setback(s)	80'	70'	70'	60'	50'	40'	{1}	Min. 15' Max. 30'	15'	Min. 0' Max. 20'	Min. 0' Max. 20'	Min. 0' Max. 20'	Min. 6' Max. 40'	100'	{2}
Min. side yard setback	40'	30'	30'	20'	20'	15'	{1}	0' {6}	15'	0' {6}	0' {6}	0' {6}	20'	250'	{2}
Min back yard setback	60'	50'	50'	30'	30'	20'	{1}	10'	15'	10'	10'	10'	20'	250'	{2}
Min. lot width at primary bld line	400'	250'	200'	150'	100'	50'	{1}	75'	50'	50'	50'	50'	100'	750'	{2}
Max. impervious coverage (%)	10	15	20	20	25	30	30	85	40	85	85	85	70	20	{2}
Max. bld footprint (sf) per nonresidential establishment {7}	4,000	4,000	4,000	4,000	4,000	4,000	-	10,000	4,000	15,000	6,000	10,000	40,000	10,000	{2}
Max. Height (feet)	35'	35'	35'	35'	35'	35'	35'	35'	35'	40'	35'	40'	35'	30'	{2}

{1} See §98-36 for requirements in the MHP District. Conversion of Manufactured Home Park to single-family or two-family residential will convert to the predominant adjoining zoning district designation.

{2} In the SFH District: allowed uses, accessory buildings and additions to structures shall conform to the most restrictive adjoining zoning area and bulk requirements and to the floodplain regulations in

{3} In the SFH District: allowed uses, accessory buildings and additions to structures shall conform to the most restrictive adjoining zoning area and bulk requirements and to the floodplain regulations in §98-29. New residential structures are prohibited in the Special Flood Hazard District (SFHD).

{4} The minimum is 1 acre without common or municipal water and/or sewer provision and meeting regulation §98-51.

{5} The front yard setback is from the property line. If the property line is the road centerline, the setback is from the assumed property edge.

{6} Where a lot line abuts land in a residential district, the most restrictive setback requirements of either district shall govern.

{7} Agricultural and agricultural related nonresidential structures are exempt from this maximum.

{8} Average Density is a more flexible method of residential development that allows for a range of lot sizes, versus the minimum lot size approach typically used.

Instead of resulting in cookie-cutter subdivisions with lots that are all the same size, with "average density" the zoning for the district is used to calculate the allowed number of lots for a project, but the lot sizes can vary. This flexibility in lot size allows for a subdivision that can have a range of acreages and a range of home prices, while protecting natural and scenic resources and meeting Department of Health standards.

TOWN OF PLEASANT VALLEY

OWNER'S CONSENT NOTICE

Date \_\_\_\_\_

-----  
Location of Property \_\_\_\_\_

Record Owners \_\_\_\_\_

Address & phone \_\_\_\_\_

I (we) \_\_\_\_\_ hereby give  
(Owner - please sign)

consent to \_\_\_\_\_  
(Applicant)

To act as my (our) agent with regard to the application  
made to the Planning Board concerning the above property

Signed \_\_\_\_\_

Print \_\_\_\_\_

Title \_\_\_\_\_

(must be notarized)

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\**

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

Home Telephone Number \_\_\_\_\_

\_\_\_\_\_  
(Homeowner's Name Printed)

Property Address that requires the building permit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this _____ day of _____ _____ (County Clerk or Notary Public)
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Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

LAWS OF NEW YORK, 1998  
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

### Implementing Section 125 of the General Municipal Law

#### 1. General Contractors – Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ♦ Insured (C-105.3 or U-26.3),
- ♦ a Board-approved self-insured employer (SI-12), or
- ♦ are exempt (WC/DB-100).

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

#### 2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file Form BP-1.

- ♦ Form BP-1 shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work; or
  - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ♦ If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" Form BP-1, but shall either:
  - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (Form C-105.3 or Form U-26.3). OR
  - ◇ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit, provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.