

**TOWN OF WALLKILL**

**Building Permit Package**

**TABLE OF CONTENTS**

Instructions	Page 2
Certificate of Occupancy Requirements	Page 3
Inspection Schedule	Page 4
Building Permit	Page 5
Application of Building Permit	Page 6
Affidavit of Applicant	Page 7/7a
Affidavit of Architect	Page 8
Affidavit of Final Cost of Construction	Page 9
Planning Board/ZBA Approval	Page 10
Water Meter Installation Instructions	Page 11
Water Tap In Permit	Page 12
Sewer Tap In Permit	Page 13
Driveway Permit	Page 14
Street Opening Permit	Page 15
Sewage Disposal Facilities	Page 16
Plumbing Affidavit	Page 18/18a
Double Hand Hole House Trap Diagram	Page 19
Typical Deck Section Diagram	Page 20
Footings/Foundation Diagrams	Page 21/22
Commercial Plan Review	Page 23/24

**\*CONTACT U.F.P.O. 2 DAYS BEFORE YOU DIG!!!!!!!**  
**(800) 962-7962**

**PERMIT NUMBER MUST BE POSTED IN 6 INCH BLOCK**  
**LETTERS VISIBLE FROM THE ROAD OR NO INSPECTION WILL**  
**BE PERFORMED**

## **BUILDING PERMIT APPLICATION INSTRUCTIONS**

**(ALL PERSONS CONNECTED WITH THIS PROJECT MUST READ ALL DIRECTIONS)**

1. This application must be completely filled out and submitted to the Office of the Building Inspector.
2. All permits attached hereto shall be filled out and paid for at the same time as the BUILDING PERMIT. All permit applications to be completed in full, inspected and approved prior to a CERTIFICATE OF OCCUPANCY being issued.
3. The work covered by this application may not commence prior to the issuance of a building permit.
4. The Building Permit must be kept on the premises at all times, and the permit number must be mounted on the site in 6-inch numbers to be seen from the street.
5. One (1) CERTIFIED plot plan showing location of lot and of building on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property, must be drawn on the diagram which is part of the application.
6. This application must be accompanied by Two (2) complete sets of plans; showing proposed construction, and Two (2) complete sets of specifications. Plans and specs shall describe the nature of the work to be performed, the materials and equipment to be used and installed.
7. All plans must be stamped by a N.Y.S. Licensed Engineer or Architect unless waived by the Building Inspector.
8. Electrical plans for all building uses except single and two family dwellings shall have a load current analysis and a short circuit (fault circuit) analysis provided with the electrical plans. The electrical plans shall be signed and stamped as per New York State Regulations.
9. Do not pour footings until the location and soil have been inspected and all temporary property monuments (stakes) are in place.
10. If no one is at the site at time of inspection, check posted BUILDING PERMIT for notes or instructions from the inspectors.
11. Walls not to be lathed, sheetrocked or insulated until inspection is made by Town Electrical Inspector for rough electric (Agency assigned on an approved building permit).
12. Defer backfilling until waterproofing of foundation is approved-foundation plans that are attached hereto must be adhered to completely.
13. Modular Homes (State Building Code) require N.Y.S. H.U.D. stamp. Local Building Codes requires all applications for Modular Homes stamped by New York State Licensed Architect or Engineer. All applications for Modular Homes to be accepted and reviewed in person by the Building Inspector.
14. Building permit to include complete foundation plans, if garage is added, it must be shown on elevation plans.
15. No water and sewer connections shall be made without approval from those Departments.
16. Proposed driveway locations shall be approved by the D.P.W. prior to being constructed. A copy of any approved subdivision plans should be made available at the time of the location. Paving and drainage culvert requirements will also be reviewed with the permittee during the location inspection.

17. No Town road shall be altered or disturbed in any way without first obtaining a street opening permit from the Building Department. After receipt of the permit, but prior to the commencement of the work, the D.P.W. shall be notified to arrange any necessary inspections. Trench backfill shall consist of dry, granular material placed and well compacted in 8" maximum lifts.
18. Department of Public Works must be notified prior to doing any site work within the Town right-of-way (ex: curbs, sidewalks, paving, drainage, landscaping, etc....).
19. Under NO circumstances shall the Building Inspector be contacted at his home.
20. As per Part 607 & 608 of the Uniform Code, all OSHA and other applicable safety regulations shall be followed by the building permit applicant and/or their contractors.
21. All fireplace and woodstoves must be inspected by the Building Inspector before the walls are closed. As of April 1, 1986 the New Energy Code, requirements are R-19 in walls and R-30 in ceilings.
22. American with Disabilities Act is a federal law. Plans must state in compliance by Architect.

---

---

**BUILDING DEPARTMENT (845) 692-7807**  
**WATER AND SEWER DEPARTMENT (845) 342-1668**  
**DEPARTMENT OF PUBLIC WORKS (845) 361-1106**

---

---

**CERTIFICATE OF OCCUPANCY REQUIREMENTS**

1. No building shall be USED or OCCUPIED until a CERTIFICATE OF OCCUPANCY is issued.
2. NO CERTIFICATE OF OCCUPANCY will be issued until permanent concrete monuments are in place. Iron pipes are not considered permanent monumentation. \_\_\_\_\_Initial is your understanding requirement.
3. Final building inspection, final driveway inspection final water/sewer, septic sign off by designing engineer, and water test, if applicable.
4. File Affidavit of Architect (Page 8) and Affidavit of Final cost of construction (Page 9) and proof of final electrical inspection by the Town inspector.
5. If applicable, Planning Board requirements must be met. On commercial projects, all fees associated with the building permit must be paid in full, including plan review fees.

**INSPECTION SCHEDULE  
(24 HOUR ADVANCE NOTICE)**

1. Footings (formed to base of footing on undisturbed soil).
2. Foundation.
3. Footing drains (free-flow on drains to be inspected before grading).
4. Framing (wood sheathing to be inspected before any cover or siding is attached).
5. Chimneys, vent stacks, fireplaces, woodstoves – inspected for installation and firestopping.
6. Plumbing (rough) before wall enclosure.
7. Plumbing (tests).
8. Electrical (before wall enclosure).
9. Insulation.
10. Street opening.
11. Driveway/Site Work.
12. Sidewalk and/or curbing.
13. Driveway site work
14. All permanent monuments in place prior to C/O.
15. FINAL INSPECTION PRIOR TO C/O BEING ISSUED.
  - A. Electrical Inspections – sticker placed on panel box by designated Inspection Agency noted on approved building permit.
  - B. Final Driveway inspection.
  - C. Final Sewer and Water inspection.
  - D. Septic System sign off letter from engineer of record.
  - E. Well water system – applicant to provide a report from NYS Certified Laboratory that well water has been tested to be free of coliform bacteria.
  - F. Final Building Inspection.

**PLEASE NOTE: ALL BUILDING PERMIT APPLICATIONS/ELECTRICAL APPLICATIONS MUST SHOW THE SECTION, BLOCK AND LOT NUMBER AND THE BUILDING PERMIT NUMBER.**

**BUILDING PERMIT**

PERMIT NO. \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Date Examined \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Disapproved \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Type (Owner, Builder, Engineer, Architect, Agent, Tenant) \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

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

Location of Land (Street, Road) \_\_\_\_\_

Existing Use \_\_\_\_\_ Intended Use \_\_\_\_\_

Commercial/Industry \_\_\_\_\_

BiLevel \_\_\_\_\_ Contemporary \_\_\_\_\_ Ranch \_\_\_\_\_ Colonial \_\_\_\_\_

Accessory \_\_\_\_\_ Deck \_\_\_\_\_ Garage \_\_\_\_\_ Pool \_\_\_\_\_ Shed \_\_\_\_\_ Other \_\_\_\_\_

Permit Type (New, Addition, Alteration, Demolition, Other) \_\_\_\_\_

Estimated Cost of Construction \_\_\_\_\_

Septic Fee \_\_\_\_\_ Certificate of Occupancy Fee \_\_\_\_\_ Total Fee \_\_\_\_\_

**DIMENSIONS OF EXISTING STRUCTURE:**

Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ Stories \_\_\_\_\_

**ENTIRE DIMENSIONS:**

Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ Stories \_\_\_\_\_

Total Square Footage of Entire Building \_\_\_\_\_ Acreage \_\_\_\_\_

**LOT SIZE:**

Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Side Yards \_\_\_\_\_

CORNER LOT (Y / N) \_\_\_\_\_ ZONE IN WHICH PREMISES ARE LOCATED \_\_\_\_\_

Insurance Name \_\_\_\_\_ Insurance Number \_\_\_\_\_

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

Architect Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Contractor Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

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

ELECTRIC TO BE INSPECTED BY: \_\_\_\_\_

**TOWN OF WALLKILL**  
**600 Route 211 East • P.O. Box 398 • Middletown, NY 10940**

**AFFIDAVIT OF CONSTRUCTION REQUIREMENTS**

Except for one and two family dwellings, all permits requiring signed and sealed plans by a New York State Licensed Architect or Engineer require that the affidavit of construction shall be signed by the design professional who signed and prepared the plans or by an Architect or Engineer who inspected and observed the work for which the Certificate of Occupancy is requested.

Affidavits for other permits shall be signed by the person who supervised the work and who by their experience is qualified to superintend the work for which the Certificate of Occupancy is sought.

**An owner/applicant can not sign the affidavit of construction when acting as the general contractor or construction supervisor.**

---

---

I, \_\_\_\_\_ owner of the property for which this permit is application references, understands and agrees to the above noted requirement due at the time of certificate of occupancy inspection.

*Signature of Owner:* \_\_\_\_\_

*Signature of Building Dept. Representative:* \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL**  
**Application for Building Permit**

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to New York Building Construction Code Ordinance of the Town of Wallkill for the construction of buildings, additions, or removal or demolition or use of property as herein described. The applicant agrees to comply with all applicable Laws, Ordinances and Regulations. I certify that I have read this and understand this.

\_\_\_\_\_  
Signature of Applicant

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

=====

\*\*\*\*Stamp 1\*\*\*\*

All work shall comply with Local and New York State Uniform Fire Prevention and Building Code requirements regardless of whether or not they are specifically called for in these notes or on the drawings. In case of discrepancies between the notes and drawings, the code requirements shall govern.

\*\*\*\*Stamp 2\*\*\*\*

Building not to be used or occupied until CERTIFICATE OF OCCUPANCY is issued.

\*\*\*\*Stamp 3\*\*\*\*

New York State Building Code Enforced.

\*\*\*\*Stamp 4\*\*\*\*

Plumber to call this office when starting his work.

PERMIT NO. \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF THE BUILDING INSPECTOR  
AFFIDAVIT OF APPLICANT**

Premises \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that  
(Name of applicant/owner)

he/she is the applicant above named.

He/She is the OWNER / APPLICANT / ARCHITECT / ENGINEER / BUILDER

and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Deponent alleges that the provisions of the Workmen's Compensation Law do not apply in this case in that he will do all required work on the premises and will imply no labor thereat, wherefore, deponent requests approval of said plan and application and issuance of a PERMIT to commence work.

Signed \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

(To be filed upon completion of work)

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF BUILDING INSPECTOR  
AFFIDAVIT OF ARCHITECT**

I, \_\_\_\_\_, Licensed Engineer or Architect who prepared the plans or observed and inspected the work for which a Certificate of Occupancy is being sought, hereby certifies that the building constructed under Town of Wallkill Permit Number \_\_\_\_\_ has been constructed as per plans and specifications accepted for the building permit and that all work and materials meet the standards and specifications for which they were designed and the building is safe for human occupancy.

This affidavit shall be stamped and sealed by the signing Architect or Engineer.

**Architect** \_\_\_\_\_

**Engineer** \_\_\_\_\_

**SEAL;**

Sworn to me before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(To be filed upon completion of work)

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF BUILDING INSPECTOR  
AFFIDAVIT OF SUPERINTENDENT**

I, \_\_\_\_\_, the person who observed the work for which a Certificate of Occupancy is being sought, hereby certifies that the building constructed under Town of Wallkill Building Permit Number \_\_\_\_\_ has been constructed as per plans and specifications accepted for the Building Permit, and that all work and materials meet the standards and specifications for which they were designed and that the building is safe for human occupancy.

Signed \_\_\_\_\_  
Superintendent

Sworn to me before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(To be filed upon completion of work)

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF THE BUILDING INSPECTOR  
AFFIDAVIT OF FINAL COST OF CONSTRUCTION**

I, \_\_\_\_\_ being duly sworn, deposes and says he/she is the applicant/agent named in the application for building permit dated \_\_\_\_\_, 20\_\_\_\_ relating to construction or other work to be performed on or in connection with the premises located at \_\_\_\_\_, in the Town of Wallkill.

Filed Cost of Construction \_\_\_\_\_

Final Cost of Construction \_\_\_\_\_

Permit Fee Paid: \_\_\_\_\_

Additional Fee Due \_\_\_\_\_

Living Space \_\_\_\_\_sq. ft.

Unfinished Basement \_\_\_\_\_sq. ft.

Garage \_\_\_\_\_sq. ft.

(Costs for the work described in the application for building permit include the cost of all the construction and other work done in connection therewith, exclusive of the cost of land. If the final cost is less than the estimated cost on the application, there will no portions refunded.)

**NOTE: AT THE TIME OF THE FINAL INSPECTION FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, YOUR ESTIMATED COST OF CONSTRUCTION WILL BE RE-EVALUATED. THIS PROCESS MAY ADD TO YOUR ORIGINAL COST OF CONSTRUCTION, THEREBY INCREASING YOUR BUILDING PERMIT FEE.**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

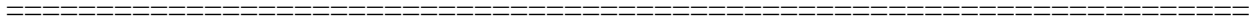
**PLANNING BOARD APPROVAL**

Sub-Division Name \_\_\_\_\_ Lot # \_\_\_\_\_

Map Number \_\_\_\_\_ Date Filed \_\_\_\_\_

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Date of Approval \_\_\_\_\_



**ZONING BOARD APPROVAL**

Type of Variance \_\_\_\_\_

Date of Approval \_\_\_\_\_

## **WATER METER INSTALLATION**

Effective immediately all water meters shall be installed to the following specifications:

- I. A gate valve shall be installed near entry of water service to building.
- II. If excessive pressure is in line, a pressure reduction valve should be installed next to gate valve and reduced to below 70 pounds.
- III. Appropriate meter supplied by the Town of Wallkill shall be installed.
- IV. A double pop check valve (watts No. 7 or equal) must be installed downstream from meter.
- V. Services over 1" will be installed with two check valves and a syphon breaker (watts 36s or equal) between them.
- VI. A pressure relief valve set at 150 pounds must be installed down stream from check valve.
- VII. Install expansion absorber (Amtrol ST-5, ST-12 or equal) down stream from relief valve.
- VIII. Install a  $\frac{3}{4}$  gate valve down stream from expansion tank.
- IX. Install a telephone jack as close to the meter as possible. The installation of the telephone connection will be made prior to the sheet rocking.
- X. At least 100 gallons must be run through the water meter before the final inspection.

**Please give this sheet to the plumber**

**WATER PERMIT**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The applicant hereby applies for a permit to make water connection at the property located at: \_\_\_\_\_ in the water district and agrees to comply with all applicable ordinances, local laws, rules and regulations.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

Permit requested	_____ Class 1 Standard 5/8" x 3/4"	Fee \$ 80.00 \$ _____
	_____ Class 2 Larger than standard	Fee \$ _____ \$ _____
	Tap in Fee	Fee \$1000.00 \$ _____
	Out of District	Fee \$ 500.00 \$ _____

Meter # \_\_\_\_\_

R/O # \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

=====

**COMPLETION CERTIFICATION**

I, \_\_\_\_\_, do hereby certify that the connection of the public  
(Owner or Contractor)  
water main, pursuant to above application and permit, was completed \_\_\_\_\_ all in  
(Date)  
accordance with the specifications and regulations of the Town of Wallkill Local Law.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Owner/Contractor

Completion Approved: \_\_\_\_\_  
\_\_\_\_\_  
Town of Wallkill

=====

**OFFICE USE ONLY**

Permit is hereby granted for making public water connection in accordance with above application.

Fee \$ \_\_\_\_\_ Paid (Y/N) \_\_\_\_\_

Water District \_\_\_\_\_ Units \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Town of Wallkill

**\*ALL WATER HOOK UPS MUST BE INSPECTED AND APPROVED BEFORE BACKFILLING\***

**SEWER PERMIT**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The applicant hereby applies for a permit to make sewer connection at the property located at:

\_\_\_\_\_ in the sewer district and agrees to comply with all applicable ordinances, Local Laws, rules and regulation.

\*\*All connections must meet the regulations contained in Local Law #1 of 1965.

\*\*All sewer connections must be inspected before backfilling or they will be in violation.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

Tap in Fee \$1,000.00      Paid \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

=====

**COMPLETION CERTIFICATION**

I, \_\_\_\_\_, do hereby certify that the connection to the public  
(Owner or Contractor)  
sewer main, pursuant to above application and permit, was completed \_\_\_\_\_ all in  
(Date)  
accordance with the specifications and regulations of the Town of Wallkill Local Law.

Dated \_\_\_\_\_  
\_\_\_\_\_  
Owner/Contractor

Completion Approved: \_\_\_\_\_  
\_\_\_\_\_  
Town of Wallkill

=====

**OFFICE USE ONLY**

Permit is hereby granted for making public water connection in accordance with above application.

Fee \$ \_\_\_\_\_

Paid (Y/N) \_\_\_\_\_

Water District \_\_\_\_\_

Units \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Town of Wallkill

TOWN OF WALLKILL

**DRIVEWAY PERMIT**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Application is hereby made to enter upon the Town of Wallkill road system.

APPLICANT: \_\_\_\_\_

Applicant's current mailing address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

NAME OF STREET OR ROAD THAT NEW DRIVEWAY WILL ENTER ONTO:  
\_\_\_\_\_

Nearby reference marker (i.e., Power Pole Number) \_\_\_\_\_

I hereby agree to conform to the Town of Wallkill Town Code and to all the conditions and restrictions forming a part of this permit and to restore to its original condition, any portion of the road disturbed.

Dated \_\_\_\_\_  
Signature of Applicant

This permit is granted with the below conditions:

- 1) Prior to proceeding, stake out driveway and post Building Permit Number. Contact the Highway Department at (845) 361-1106 for on-site inspection and instructions as to Town of Wallkill specifications. Items of typical concern are adequate sight distances, 10 foot minimum distance from adjacent property line, compliance with approved subdivision plans, adequate roadside drainage provisions and verification that surface runoff will not enter the street.
- 2) Driveway must have final inspection and approval before a Certificate of Occupancy inspection is done by the Building Inspector.
- 3) If the driveway work cannot be completed prior to Applicant's need to occupy the new dwelling (for example, winter weather doesn't allow placement of asphalt); Applicant may escrow with the Town a \$500.00 deposit in the form of a Bank Check insuring completion of the remaining work. If the work is not completed within 6 months of occupancy, the Town reserves the right to perform the outstanding work and retain all or a portion of the monies deposited to offset its cost of doing so.
- 4) If driveways are relocated in subdivisions where curb cuts have already been provided, these abandoned curb cuts shall be filled in or replaced by the Applicant as directed by the Highway Department.
- 5) If not on a Town road, obtain necessary permits from County or State.

**STREET OPENING PERMIT**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The undersigned, \_\_\_\_\_, hereby representing himself to be the person for whom the intended work is to be done, or the duly authorized agent thereof, hereby applies for permit to make Street Opening, and agrees to comply with the Ordinance Regulating Street Opening, and all Ordinance Laws, Rules and Regulations applying herein, and agrees to defend, indemnify and save harmless to the Town of Walkill from any and all claims arising from or as a result of the intended work.

Property Owner Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_ Contractor's Mailing Address \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Contractor's Phone Number: \_\_\_\_\_

Address of Street Opening: \_\_\_\_\_

(include nearest intersecting street) \_\_\_\_\_

Reason for Requested Street Opening: \_\_\_\_\_

Estimated Size of Excavation: \_\_\_\_\_ feet long x \_\_\_\_\_ feet wide x \_\_\_\_\_ feet deep \_\_\_\_\_

**Permit Requirements:**

- 1) Contact Underground Facilities Protection Organization (UFPO) at 800-962-7962 to mark out existing utilities before digging.
- 2) Contact Highway Department (845-361-1106) **prior** to opening the street to schedule an inspection
- 3) Sawcut edges of existing pavement prior to patching asphalt.
- 4) Water & Sewer Department (845-342-1668) **must** inspect any new water or sewer laterals before they are backfilled.
- 5) Pipe embedment zone up to 12" over the top of the new pipe shall be backfilled with sand. Remainder of trench shall be backfilled with K-Crete placed and compacted in lifts not to exceed 12" deep unless written exception is provided by the Commissioner of Public Works.
- 6) Patch opening with NYSDOT Type 6 asphalt top the same thickness as the existing pavement, but no less than 3" compacted with a minimum 1 ton roller.
- 7) Failure to follow these permit requirements may result in the forfeiture of deposit.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

**OFFICE USE ONLY**

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Agent / Address \_\_\_\_\_

Expiration Date \_\_\_\_\_ Copy filed (Y/N) \_\_\_\_\_

Amount of Deposit Received \$ \_\_\_\_\_

Is Town Named in The Policy (Y/N) \_\_\_\_\_

**SEWAGE DISPOSAL FACILITIES**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The undersigned hereby makes application for approval of the installation of a septic tank for the property located at \_\_\_\_\_  
(ADDRESS)

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

Number of Occupants \_\_\_\_\_ Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Extra Showers \_\_\_\_\_

Automatic Laundry Washer \_\_\_\_\_ Source of Water Supply – Public / Well

ARCHITECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**(SYSTEM TO BE DESIGNED BY A LICENSED ENGINEER)**

**UPON COMPLETION OF A SEPTIC SYSTEM, A LETTER WITH AN ENGINEER'S STAMP, MUST BE SUBMITTED ALONG WITH ALL OTHER FINAL PAPERS.**

Section 900-13-1 of the New York State Uniform Fire Prevention and Building Code states: "For the purpose of water conservation from sink or lavatory faucets, shower heads, urinals or toilets and associated flush valves, the flow shall not exceed the rates and quantity as set forth in SECTION 15-0314 of the State Environmental Conservation Law."

(Manufacturer)

(Catalog Number)

+++++

**1. Sink & Lavatory Faucets**

**A. General**

- \_\_\_\_\_ Basin Faucets
- \_\_\_\_\_ Kitchen Sink Faucets
- \_\_\_\_\_ Lavatory Faucets
- \_\_\_\_\_ Pantry Faucets
- \_\_\_\_\_ Self-closing and metered faucets
- \_\_\_\_\_ Single Sink Faucets
- \_\_\_\_\_ Wash fountains

**B. Food Service**

- \_\_\_\_\_ Bar Sink Faucets
- \_\_\_\_\_ Workboard Faucets

**C. Hospital**

- \_\_\_\_\_ Patient Lavatory Faucets

**2. Drinking Fountains**

- \_\_\_\_\_ Water bubblers, fountains and coolers  
not connected to water supply

**3. Shower Heads**

- \_\_\_\_\_ Bath/Shower combinations
- \_\_\_\_\_ Hand held showers
- \_\_\_\_\_ Massage Shower heads
- \_\_\_\_\_ Shower Heads

**4. Toilets**

- \_\_\_\_\_ Blowout toilets & associated flush valve
- \_\_\_\_\_ Reverse Trap
- \_\_\_\_\_ Siphon action
- \_\_\_\_\_ Siphon jet
- \_\_\_\_\_ Siphon vortex
- \_\_\_\_\_ Washdown
- \_\_\_\_\_ Flush valves for above listed styles of toilets

**5. Urinals**

- \_\_\_\_\_ Blowout urinals & associated flush valve
- \_\_\_\_\_ Siphon jet
- \_\_\_\_\_ Washdown
- \_\_\_\_\_ Washout
- \_\_\_\_\_ Flush valves for above listed styles of toilets

I DO HEREBY STATE THAT I HAVE FOLLOWED THE REQUIREMENTS OF SECTION 900.13.1 OF THE UNIFORM CODE AND SECTION 15-0314 OF THE STATE ENVIRONMENTAL CONSERVATION LAW.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**(TO BE FILLED OUT BY PLUMBER)**

**PLUMBING APPLICATION AND INSPECTION SHEET**

**TOWN OF WALLKILL**

Permit Number \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The following description of proposed plumbing work and accompanying plan are submitted for approval:

Class of Building \_\_\_\_\_

How Many Stories \_\_\_\_\_

Location \_\_\_\_\_

Owner/Address \_\_\_\_\_

Architect/Address \_\_\_\_\_

Plumber/Address \_\_\_\_\_

Work to be performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No. of Fixtures and Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks:

All work must meet STATE and LOCAL building CODES. All work must be INSPECTED and APPROVED by the Building Inspector.

Drawing Approved \_\_\_\_\_ Date of Installation \_\_\_\_\_

**INSTRUCTIONS FOR BUILDING PERMIT APPLICANTS FOR COMMERCIAL  
PROJECTS AND PLAN REVIEWS**

1. All applications for building permits must demonstrate compliance with the New York State Uniform Fire Prevention and Building Code and include the information requested on Page 5a. The Building Department may require that a Plan Review for the purpose of examining the application for compliance with the NYSUFBC be performed by an architect or engineer licensed in New York State.
  
2. Applications must be considered complete by the Building Department prior to review. Plan reviews of complete applications are to be performed in a time period not to exceed 10 working days. The cost of the Plan Review is based upon the following schedule.

<b><u>CONSTRUCTION COST</u></b>	<b><u>PLAN REVIEW FEE</u></b>
Up to \$200,000.00	.0030 %
\$200,000.00 – 500,000.00	.0025 %
\$500,000.00 – 800,000.00	.0020 %
\$800,000.00 – 1,200,000.00	.0015 %
over \$1,200,000.00	Amount to be set by the Building Department

A conference will be held to discuss the Plan Review with the Applicant and professionals involved.

3. Applicants may request a plan review for a preliminary or incomplete application. The fee for such work is to be set by the Building Department.
  
4. Applications which include installations which are known by the applicant or professional of record to be in noncompliance with the NYSUFBC may request an application for an appeal or variance.

**INFORMATION REQUIRED ON SIGNED PLANS  
FOR COMMERCIAL CONSTRUCTION OR RENOVATION PERMITS**

---

(THIS FORM TO BE INCLUDED WITH ALL COMMERCIAL BUILDING PERMITS)

**PLAN REVIEW REQUIREMENTS:**

Project Name \_\_\_\_\_ Date \_\_\_\_\_

Architect/Engineer \_\_\_\_\_

Architect/Engineer Certification: A written certification must be included on the first sheet of the plans or the cover of the Specifications which states that the A/E certifies to the best of his knowledge, information and belief, the plans and specifications are in accordance with the applicable requirements of the New York State Uniform Fire Prevention and Building Code, and the State Energy Conservation Construction Code.

Architects and Engineers must comply with Section 29.3 Rules of the Board of Regents as amended regarding certification of adopted plans (Copy attached).

Architects and Engineers must comply with the 8/20/1991 NYS Education Dept. Memo regarding delegation of design responsibility (Copy attached).

The following information should be included on the plans or with attachments:

Occupancy \_\_\_\_\_ Construction Type \_\_\_\_\_ Fire Area \_\_\_\_\_

Include a calculation of Fire Area permitted showing requirements, if applicable for Accessibility or Sprinkler System.\*

Building Height \_\_\_\_\_

**Structural Information:**

Soil Bearing Values: Assumed \_\_\_\_\_ Boring Report \_\_\_\_\_ Inspection \_\_\_\_\_

Structural Calculations: At a minimum indicate the design loads for all assemblies including live and dead loads. Show provisions for live load increases due to roof height changes. Indicate the design criteria for wind loading and lateral stability. Show calculations for: Typical framed floor assembly, typical framed roof assembly, typical column (roof to foundation), foundations and other critical structures.

**Certifications during construction:**

Include provisions for certification during construction for the following:

Soil bearing Capacity, structural members including manufactured trusses, manufactured buildings or components, all certifications required by Reference Standards in the NYSUFPBC, all changes to the plans, and completion in accordance with the plans.

\*Provisions of the NYSUFPBC may require site plan changes for Accessibility requirements.

Site plans are subject to the requirements and review of the Town of Wallkill Planning Department.

