

**VILLAGE OF SAUGERTIES**  
**BUILDING DEPARTMENT.**  
**43 PARTITION STREET SAUGERTIES, N.Y. 12477**  
**PHONE: 845-246-2321 FAX: 845-246-0887**

**APPLICATION REQUIREMENTS FOR BUILDING PERMIT**

1. A building permit is required for all work.
2. Two (2) full sets of scaled construction plans showing all views, details.
3. Site plan to scale showing proposed structure location and setbacks from property line.
4. State Energy report (Rescheck) (Furnished upon request).
5. Insurance from contractor, disability, workers' comp. (Form **CE-200**)
6. New York State Registered Architect or Engineer is required for new residential building size 1500 sq. ft. and higher, and construction cost of \$20,000.00, or non-standard construction.
7. Application must have owners signature and be notarized.
8. SEE REVISED FEE SCHEDULE
9. Plumbing and Electrical fees of \$100.00 each is required for non Village Licensed contractors.
10. Before occupancy a **Certificate of Occupancy must be obtained**

**Code Enforcement Officer has 10 working days to review an application, based on the review an application may be approved or denied.**

***WORK MAY NOT START UNTIL A PERMIT IS OBTAINED***

**OWNER'S AFFIDAVIT**

Building operations must be started within (1) year or permit will be voided. If in the opinion of the Building Inspector or his assistant, the above work is not being performed in conformity with the terms of this permit and all applicable codes, work shall cease forthwith.

Postal Laws and regulations require the installation of approved letter boxes and the numbering of all homes as condition for the delivery of mail.

This permit does not give the right to excavate in any Village right-of-way.

Village of Saugerties  
County of Ulster  
State of New York

I, the undersigned, am duly authorized to make this application, and to the best of my knowledge and belief, the statement contained herein is true. I will comply with the requirements of the building codes and other ordinances of the Village of Saugerties and the laws of the State of New York pertaining to buildings or structures.

\_\_\_\_\_  
(Signature of Owner)

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_

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

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**BUILDING PERMIT**

**Application No.** \_\_\_\_\_

**Permit No.** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

Application is hereby made to the Code Enforcement officer of the Village of Saugerties, New York for the approval and issuance of a Building Permit as per detailed statement of this application, specifications, and plans herewith submitted for the erection of the structure herein described. The plans are to be drawn to a uniform scale. This application will not be accepted unless the above requirements have been complied with and the following questions fully answered.

~ Please type or write in ink ~

Tax Map No. \_\_\_\_\_

Owners Name \_\_\_\_\_

Phone #. Home \_\_\_\_\_ Cell \_\_\_\_\_ Work: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Building Address \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_ Units per Floor \_\_\_\_\_ Number of Parking \_\_\_\_\_

Lot Size: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_

Zone District \_\_\_\_\_ Historical District \_\_\_\_\_

Describe Nature of Work \_\_\_\_\_

Date work is expected to start \_\_\_\_\_ finish \_\_\_\_\_

Estimated total cost to include all labor, materials, and gratis work \$ \_\_\_\_\_

Construction Type \_\_\_\_\_ Occupancy Type \_\_\_\_\_

General Contractor \_\_\_\_\_, Address \_\_\_\_\_

Phone \_\_\_\_\_, Insurance Policy No. \_\_\_\_\_

Licensed Plumber \_\_\_\_\_, Address: \_\_\_\_\_

Phone \_\_\_\_\_, Insurance Policy No. \_\_\_\_\_

Licensed Electrician \_\_\_\_\_, Address: \_\_\_\_\_

Phone \_\_\_\_\_, Insurance Policy No. \_\_\_\_\_

Flood Plan **Yes / No**

**Existing Use**

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

**Proposed Use**

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

Is this improvement designed by a registered architect or professional engineer? Yes or No. \_\_\_\_\_

If yes, name of company \_\_\_\_\_

Building Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer