



**Town of Rosendale Building & Codes Department**  
**1915 Lucas Ave.**  
**Cottekill, New York 12419**  
**Phone: 845-658-3159 Ext. 4**  
**Building Inspector: Nick Wulczyn**  
**Email: [BuildingInspector@TownofRosendaleny.gov](mailto:BuildingInspector@TownofRosendaleny.gov)**  
**Website: [TownofRosendaleny.gov](http://TownofRosendaleny.gov)**

***NO construction, erection, enlargement, alteration, removal, improvement, demolition conversion or change in the nature of occupancy of any building or structure shall be done without first obtaining a building permit for each such building or structure, except that no building permit shall be required for the performance of ordinary repairs which are not structural in nature.***

**ATTACHED TO THE APPLICATION SHALL BE THE FOLLOWING: (as checked)**

- ☐ Application Fee: \$25.00 for applications with no plan review  
\$75.00 for applications with plan review
- ☐ Two sets of construction plans and specifications  
(\*Plans required to bear the signature of the person responsible for the design and drawings)
- ☐ Energy compliance worksheet: REScheck / COMcheck/ (New Construction Only)
- ☐ Signature and stamp of a New York State licensed engineer or architect required.  
(Required if 1500 sq. ft. or \$20,000 total cost of construction or as requested by the Building Inspector)
- ☐ Copy of property Deed (As requested)
- ☐ Plot plan drawn to scale showing location and site of all proposed new construction, all existing structures on the site and measurements of distance from property lines.
- ☐ Affidavit is required if not the property owner
- ☐ Proof of Liability Insurance (Homeowners and/or Contractors)
- ☐ Proof of Workers Compensation Insurance or CE -200 (Contractor) / or BP-1 (Homeowner)
- ☐ Ulster County Health Department approval to construct a septic (New Construction only)
- ☐ Ulster County Master Electricians License (Copy of current certificate)
- ☐ Curb cut permit for new driveway from Town/County/State Highway Department (As requested)

***Amendments to the application or to plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Building Inspector.***



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**APPLICATION FOR BUILDING PERMIT**

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

Permit Number \_\_\_\_\_

**1. PROJECT LOCATION AND INFORMATION**

Number and Street Address \_\_\_\_\_

SBL Number \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owners Address \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Applicants Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Address \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

**2. TYPE OF CONSTRUCTION OR IMPROVEMENT**

New Structure – (Proposed Use) \_\_\_\_\_

Conversion/Alteration - \_\_\_\_\_

Addition (Family Room, Kitchen, Den, Bedroom, Bath - Full or Half ) \_\_\_\_\_

Repair/ Replacement \_\_\_\_\_

Demolition \_\_\_\_\_

Electrical Upgrade \_\_\_\_\_

Accessory Structure \_\_\_\_\_

Deck/Porch (Open, Covered, Enclosed, Screened) \_\_\_\_\_

Garage (Attached or Detached) \_\_\_\_\_

Utilities (Electric, Gas, Solar or Other) \_\_\_\_\_

Other \_\_\_\_\_

### **3. DESCRIPTION OF PROJECT**

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### **4. CONTRACTOR INFORMATION:**

#### **Architect /Engineer:**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **General Contractor:**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Electrical Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

License #: \_\_\_\_\_

#### **Plumbing Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Roofing Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Solar Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

## 5. ESTIMATED COST OF PROJECT

Contractors Estimate \_\_\_\_\_ Homeowners Estimate \_\_\_\_\_

## 6. SIGNATURES

\_\_\_\_\_  
*Building Inspector Signature - Date*

\_\_\_\_\_  
*Homeowner or Contractor Signature – Date*

### **Important Notices**

1. *Work conducted pursuant to a Building Permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Town of Rosendale, and all other applicable codes, rules or regulations.*
2. *It's the owner/contractor's responsibility to contact the Building Inspectors Office to requested inspections. \*More than one inspection may be necessary.*
3. *Owners hereby agree to allow the Rosendale Building Inspector/ Municipal Code Enforcement Officer to inspect the sufficiency of the work being done pursuant to this permit.*
4. *The building permit must be displayed for visibility from the street nearest to the site of the work being conducted.*

~~~~~\***OFFICIAL BUILDING DEPARTMENT USE ONLY**\*~~~~~

|                                             |                                   |                                      |
|---------------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Permit to Build    | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Permit to Install  | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Permit to Demolish | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

**Not in conformance with:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

**Alternative:** \_\_\_\_\_

\_\_\_\_\_

**Building Inspector/Code Enforcement Officer**

Approved By \_\_\_\_\_

Application Fee Received \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee Received \_\_\_\_\_ Date \_\_\_\_\_