

**CODE ENFORCEMENT OFFICE**

**Town of Patterson**

1142 Route 311 | P.O. Box 470 | Patterson, NY 12563

845.878.6319 | buildingdepartment@pattersonny.org



**Office Use Only**

TM #: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Permit Application Checklist**

**Instructions:** This list must be completed by applicant and submitted along with a completed building permit application and required supporting documentation. Please allow 7-10 business days for review prior to the issuance of a building permit.

Required Documents	Submitted (To be Completed by Applicant)	Reviewed (To be Completed by Building Dept.)
1) <b>Completed Building Permit Application.</b> Must be completed in its entirety; do not leave any questions blank.	_____ Initial	_____ Initial
2) <b>Property Survey.</b> This must show the proposed location of new construction, as well as any existing structures (if any) and their uses. *  The following must also be denoted: a. Lot Lines b. Lot Widths c. Lot Area d. Lot Frontage e. Lot Setbacks  * Letter certifying compliance with stormwater management plan must be obtained for work that will result in over 1 acre of total disturbance to the site.	_____	_____
3) <b>Putnam County Department of Health Approval.</b> This is required for all new construction projects and any proposed additions to existing dwellings that include potential bedrooms.	_____	_____
4) <b>Plans.</b> Three (3) sets of architectural/engineered plans to scale with stamp & signature (all plans must comply with NYS Energy Code).	_____	_____
5) <b>Putnam County Contractor License.</b> All contractors must be licensed to work in Putnam County. Please attach one (1) copy of both their license and liability certificate.	_____	_____
6) <b>Electrician &amp; Plumber License.</b> All work must be performed by professionals licensed to work in Putnam County. Please attach one (1) copy of both their license and liability certificate.	_____	_____
7) <b>E-911 Posting.</b> Must be placed at proposed driveway location.	_____	_____

<p>8) <b>Completed Notice of Construction Type.</b> This is required for all new construction projects and any proposed additions or remodels to existing dwellings.</p>	<p>_____</p>	<p>_____</p>
<p>9) <b>Driveway Permit.</b> To be obtained from the Town, County, or State Highway Department (jurisdiction varies).</p> <p style="text-align: right;"><b>Required?</b>      <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>	<p>_____</p>	<p>_____</p>
<p>10) <b>Fill Permit.</b> To be obtained from the Planning Department if the project will result in the addition of 10 yards or more of fill on the site.</p> <p style="text-align: right;"><b>Required?</b>      <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>	<p>_____</p>	<p>_____</p>
<p>11) <b>Erosion Control Permit.</b> To be obtained from the Planning Department if the project will result in 5,000 sq. ft. or more of site disturbance.</p> <p style="text-align: right;"><b>Required?</b>      <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>	<p>_____</p>	<p>_____</p>
<p>12) <b>Wetlands Permit.</b> To be obtained from the Town or State (jurisdiction varies). If the project and/or any related disturbance will be within 100 ft. of a watercourse or wetland, please contact the Town Environmental Conservation Inspector for a determination.</p> <p style="text-align: right;"><b>Required?</b>      <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>	<p>_____</p>	<p>_____</p>

**Applicant Certification\***

I, \_\_\_\_\_, do hereby certify that the above statements are true to my knowledge and belief, and that the proposed construction does not violate any Zoning Ordinance law or regulation.

*Applicant Name*

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

*\* If anyone other than the property owner is signing as the applicant, we require an affidavit granting that party permission to act on the applicant's behalf be attached to the application.*