

# TOWN OF WAPPINGER



CODE ENFORCEMENT

Susan Dao X126

Sal Morello, III X142

FIRE INSPECTOR

Mark Liebermann X127

ZONING ADMINISTRATOR

Barbara Roberti X128

SUPERVISOR

Barbara Gutzler

TOWN COUNCIL

William Beale

Vincent Bettina

Ismay Czarniecki

Michael Kuzmich

**BUILDING DEPARTMENT**  
20 MIDDLEBUSH ROAD  
WAPPINGERS FALLS, NY 12590-0324  
(845) 297-6256  
FAX: (845) 297-0579

## BUILDING PERMIT APPLICATION (COMMERCIAL-NEW CONSTRUCTION)

\*\*\* THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION \*\*\*

APPLICATION FORM COMPLETED    INSURANCE SUBMITTED    INSURANCE ON FILE    CONSENT IF APPLICATION

The following will need to be submitted to process your application:

1. Town of Wappinger Planning Board Resolution of approval for project.  
(ALL ITEMS MUST BE ADDRESSED IN RESOLUTION)
2. Two complete sets of approved site plan (SUPPLY GRID NUMBER ON EACH COPY)
3. Two complete sets of certified building plans with all contact numbers of design professional of record for the project.
4. Legal 911 address for property pertaining to project  
(see application on reverse; you must submit directly to county 911 if needed)

Note to all applicants:

ALL DRAWINGS SUBMITTED WILL BE REVIEWED  
FOR COMPLIANCE TO THE NEW YORK STATE BUILDING/FIRE CODE.  
YOU MUST PROVIDE ALL INFORMATION FOR PROCESSING, INCLUDING  
SEISMIC DESIGN FOR AREA/ALL FIRE ALARM  
DIAGRAMS, ETC.

**DUTCHESS COUNTY**  
**DEPARTMENT OF EMERGENCY RESPONSE**  
**9-1-1 ADDRESSING OFFICE**

**\*\*\* APPLICANT IS RESPONSIBLE FOR SUBMITTING DIRECTLY TO "911" \*\*\***

Office Phone: (845) 486-6532  
392 Creek Rd., Poughkeepsie, New York 12601

Fax Number: (845) 486-6529  
[emergresponse911@co.dutchess.ny.us](mailto:emergresponse911@co.dutchess.ny.us)

Name of Firm or Person requesting address information: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:**

1. Type of Request:    ( ) Resale                      ( ) New Construction  
                                  ( ) Sub-division                      ( ) Other \_\_\_\_\_

2. Real Property Tax Parcel Grid Number:

**13-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - **0000**  
Town Code (4)      Section (4)      Subsection (2)      Block (6)

Filed Map Number (if available): \_\_\_\_\_ Lot #: \_\_\_\_\_

3. Parcel Old Address (if applicable):

\_\_\_\_\_

4. Former Owner of parcel or structure:

\_\_\_\_\_

5. New Owner of parcel or structure:

\_\_\_\_\_

**6. Attach a plot plan showing actual location of driveway:**

=====

**TO BE COMPLETED BY 9-1-1 STAFF MEMBER:**

**New assigned 9-1-1 address:** \_\_\_\_\_

**Name of Technician:** \_\_\_\_\_ **Date Assigned:** \_\_\_\_\_

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## OWNER CONSENT FORM

TO BE FILED WHEN THE APPLICANT IS NOT THE BUILDING, SITE OR PROPERTY OWNER

BUILDING PERMIT # \_\_\_\_\_ APPLICATION # \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

GRID: # \_\_\_\_\_

Name of APPLICANT: \_\_\_\_\_

(Person PHYSICALLY coming in to apply) (IF other than the Owner)

## ~ CERTIFICATION ~

### NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

### ***FAILURE TO COMPLY MAY RESULT IN COURT PROCEEDINGS.***

*I, \_\_\_\_\_, owner of the land/site/building hereby give my permission for the Town of Wappinger to approve or deny the above application in accordance with local and state codes and ordinances.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Telephone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Owner's Address

FOR OFFICE USE ONLY

Code Enforcement Official: \_\_\_\_\_

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## TOWN OF WAPPINGER BUILDING DEPARTMENT INSPECTION PROCEDURE

**\*ANY CHANGES to plans require approval by Code Official\***  
You are required to call **1-800-962-7962** before you excavate and contact **Underground Facilities Protective Organization** for approval.

You are required to schedule all inspections with this office in advance of work to be inspected. Please provide building permit number, name on permit and specific type of inspection requested.

1. Pre-site inspection if required by Code Official
2. Erosion control measures as dictated on plan or notes;  
All new homes must install a construction Rock Wash at Drive entrance 12' x 25' before site construction begins.
3. Footing inspection when complete all rebar placement and form work;  
notify at least 24 hours before our (mandatory)
4. Foundation walls both poured concrete and block complete;  
Notify at least 24 hours before pour.
5. Footing drains and damp-proof of walls before backfill.
6. Framing inspection compliance to submitted approved drawings.
7. Rough plumbing with all required air/water tests
8. Mechanical Inspection includes: Furnace/Fireplace/Woodstove etc.
9. Rough Electrical inspection by third party, approved list supplied.
10. Insulation compliance inspection prior to drywall installation
11. Final Electrical inspection by third party agency certificate  
**MUST BE SUBMITTED TO THIS OFFICE.**
12. Final inspection by Fire Inspector for approval.
13. **Provide FINAL AS-BUILT for Site Plan of Project (4 COPIES)**
14. Final Inspection by Zoning Administrator for compliance to site plan approval and resolution.
15. Provide ALL certificates required by Dutchess County Board of Health.
16. **FINAL INSPECTION BY CODE OFFICIAL FOR COMPLIANCE TO SUBMITTED DRAWINGS AND N.Y.S. BUILDING CODE.**

**\*IT SHALL BE UNLAWFUL TO OCCUPY ANY STRUCTURE UNTIL A CERTIFICATE OF OCCUPANCY/COMPLIANCE IS ISSUED BY THE CODE ENFORCEMENT OFFICER OF THE TOWN OF WAPPINGER\***

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 20 MIDDLEBUSH RD.  
 WAPPINGERS FALLS, NY 12590  
 Telephone: (845) 297-6256, Fax: (845) 297-0579

**Town Board Approved Electrical Inspection Agencies**

| NAME  | ADDRESS  | TEL. #  |
|---|--|---|
| <b>NY ATLANTIC-INLAND INC.</b><br><i>William Jacox</i>                                | 12 Ackert Rd.<br>Rhinebeck, NY 12372   | (845) 876-8794                                    |
| <b>Middle Department Insp. Agency, Inc.</b><br><i>Dave Williams</i>                   | P.O. Box 474<br>Valatie, NY 12184  | (800) 479-4504                                    |
| <b>New York Electrical Inspectors</b><br><i>Greg Murad</i><br><br><i>Tom Le Jeune</i> | HCR #4<br>Kelly Corners, NY 12455<br>P.O. Box 384<br>Amenia, NY 12501        | (845) 586-2430 / (888) 693-4693<br>(845) 373-7308 |
| <b>New York Board</b><br><i>Pat Decina</i>  | P.O. Box 1558<br>Wappingers Falls, NY 12590                                  | (845) 298-6792 tel & fax.                         |
| <b>Tri-State Insp. Agency, Inc.</b><br><i>Lou Ambrosia</i>                            | P.O. Box 1034<br>Warwick, NY 10990   | (845) 986-6514                                    |
| <b>Commonwealth Elect. Insp. Svcs.</b><br><i>Bill Meyer</i><br><br><i>Ron Henry</i>   | 94 Long Lane<br>Walkill, NY 12589<br><br>2 Mallard Dr.<br>Newburgh, NY 12550 | (845) 895-2130<br><br>(845) 562-8429 tel. & fax   |
| <b>All County Electrical Insp. Svcs., Inc.</b><br><i>Dave Scism</i>                   | 4725 Rt. 9G<br>Red Hook, NY 12571  | (845) 757-5916/ fax: (845) 757-5688               |
| <b>Electrical Underwriters of NY,LLC</b><br><i>Ernest C. Bello, Jr.</i>               | P.O. Box 4089<br>New Windsor, NY 12553                                       | (845) 569-1759 / fax: (845) 757-5688              |
| <b>The Inspector, LLC</b>   | 7063 State Rt. 374<br>Chateaugay, NY 12970                                   | (518) 497-9918 / (800) 487-0535                   |
| <b>Z3 Consultants, Inc.</b><br><i>Gary Beck</i>                                       | P.O. Box 363<br>LaGrangeville, NY 12540                                      | (845) 471-9370 tel. & fax                         |
| <b>NY Electrical Insp. &amp; Consult., LLC</b><br><i>John Wierl</i>                   | 93 Beattie Ave.<br>Middletown, NY 10940                                      | (845) 551-8466                                    |

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**Town Board Approved Electrical Inspection Agencies**

**Swanson Consulting, Inc.**

P.O. Box 395  
Salisbury Mills, NY 12577

(845) 496-4443

**State Wide Inspection Services**

*Frank J. Farina*

21 Old Main St., Suite 203  
Fishkill, NY 12524

(845) 202-7224 / fax: (914) 219-1062

**New York Certified Electrical Inspectors**

*Jerry Caliendo*

203 Purgatory Rd.  
Campbell Hall, NY 10916

(845) 294-7695

*John Metsger*

(845) 339-2119