

TOWN OF WAPPINGER



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

BUILDING PERMIT APPLICATION

(CHANGE OF COMMERCIAL OCCUPANCY)

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

APPLIC FORM COMPLETED INSURANCE SUBMITTED INSURANCE ON FILE CONSENT IF APPLIC

RENOVATION OF SPACE

NO ALTERATION OF SPACE

The following must be submitted for processing of your application:

1. Explicate narrative of type of business and its use to be approved by Zoning Administrator and Fire Inspector submitted by the prospective occupant.
(Attach to application.)
2. Provide 2 sets of drawings showing all floor plans and cross sections of construction, if renovating space. ONLY detailed drawings will be accepted and may be required to be submitted by a licensed design professional after review by the Code Official. All plans must comply to the N.Y.S. Building and Fire Code.

Please supply if applicable to project:

- A. Cross sections specifically drawn with materials to be used
- B. Floor plans showing use of all rooms
- C. Ceiling heights and projections
- D. Window/Door clear opening sizes
- E. Building/Structure elevations
- F. Rafter/Joist/Header spans and sizes
- G. Insulation values
- H. Smoke/carbon Dioxide Detector placement
- I. Plumbing/Mechanical details

FOLLOW INSPECTIONS SUPPLIED THAT ARE APPLICABLE

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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
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. Interim plot plan for new homes only before any framing begins must be submitted and approved.
7. Framing inspection compliance to submitted approved drawings.
8. Rough plumbing with all required air/water tests
9. Mechanical Inspection includes: Furnace/Fireplace/Woodstove etc.
10. Rough Electrical inspection by third party, approved list supplied.
11. Insulation compliance inspection prior to drywall installation
12. Final Electrical inspection by third party agency certificate MUST BE SUBMITTED TO THIS OFFICE.
13. FINAL INSPECTION BY FIRE INSPECTOR 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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NARRATIVE OF PROPOSED BUSINESS for ZONING APPROVAL

Change of Occupant

Date: _____

Grid# _____
Comm'l Zone: _____

Owner of Property: _____
Address: _____
Contact#: _____

New Occupant: _____
Contact Name: _____
Address: _____
Phone#: _____
E-MAIL: _____

Previous Occupant: _____

PROPOSED USE OF PREMISES : Attach a typed precise descriptive narrative (on letterhead if available) describing business addressing the following items: **MUST INCLUDE** the number of employees; hours of operation; type of business; outside storage; a description of type of business (i.e. retail, service, (food, clothing, toys, furniture, etc.), office space (medical, attorneys, real estate, contracting, etc); billing offices (open to the public or not open to public just employees only).

A sketch of the structure to be occupied and/or outside site to be used for business proposed must be supplied with narrative for determination is needed (if multiple tenants please identify area).

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Office use only:

Site Plan Approval: _____ Approved Use: _____

SUP for use: _____

Restrictions: _____

Approval of Change of Occupancy:

- Sign Permit Required
- Owner Consent Received

Denied:

- Change of use
- Use not permitted in said Zone
- Change of use needs Planning Board approval
- Incomplete Submission

Zoning Administrator

Date