



Town Of Amenia

BUILDING DEPARTMENT
 4988 Route 22, AMENIA, NY 12501
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 E-MAIL: Building@ameniany.gov WEB: www.AmeniaNY.Gov

ONE & TWO FAMILY DWELLING

BUILDING PERMIT PACKAGE

New Construction up to Three Stories

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** other legal instrument authorizing the applicant to sign and obtain the Building Permit.
2. **CONSTRUCTION DRAWINGS** - Submit two (2) sets plans and specifications bearing the signature of a Professional Engineer or Registered Architect, this includes Modular Homes, Manufactured Homes, alternate foundations systems, type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows and doors, utility plan for electrical, mechanical and plumbing systems in compliance with the Residential Code of New York State 2010. See Design Criteria. The plans and specifications for a building permit shall provide sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code.
3. **ENERGY EFFICIENCY COMPLIANCE** – Written Statement by professional Engineer on plans for compliance with mandatory provisions and submission of REScheck,
4. **CLIMATIC and GEOGRAPHIC DESIGN CRITERIA** - Table R301.2(1)

Ground Snow Load	Wind Speed (MPH)	Seismic Design Category	Subject to Damage From			Ice Barrier Underlayment Requirement	Flood Hazards
			Weathering	Frost Line Depth	Termite		
40	90 V _{3s} See Note a	C	Severe	42"	Moderate	YES	NFIP 1987 See note b

5. **SITE PLAN** - A survey of the land prepared by a New York State Licensed Land Surveyor, Professional Engineer or Registered Architect showing the location of the proposed dwellings to be constructed in conformance with the Town of Amenia Zoning Law, Filed Map, showing location of the driveway, water supply, sewage disposal system and soil and erosion control measures during construction. Some projects may require Site Plan approval from the Planning Board.
6. **SEWAGE DISPOSAL SYSTEM and POTABLE WATER SUPPLY** – Contact Dutchess County Health Department and submit proof of well and septic approval (845) 486-3404.
7. **DRIVEWAY PERMIT** - Supply a copy of the Driveway Permit from one of the following agencies;

- a) State Highway - New York State Department of Transportation - Highway Maintenance Residential Engineer, Violet Avenue, Poughkeepsie NY 12601 (845) 454-3390.
 - b) County Highway - Dutchess County Department of Public Works Office, 626 Dutchess Turnpike, Poughkeepsie, NY 12603 (845) 486-2900.
 - c) Town Road – Town of Amenia Highway Department, 8 Borden Lane, 373-9922.
 - d) Private Road – Regulated by NYS Town Law 280a – submit approval for access.
8. **SANITARY FACILITY** – Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker toilet facilities of the nonsewered type shall conform to ANSI Z4.3. Plumbing Code of New York State section P311.1.
9. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
- Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
 - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
 - Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
 - Contractors who are exempt from Workers' Compensation must submit form CE-200.
 - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.