

Village of Ellenville
Department of Public Safety
Building and Zoning Division

81 North Main Street
Ellenville, New York 12428
Phone: 845-647-7080 ext. 23, Fax: 845-647-7171

BUILDING PERMIT APPLICATION CHECKLIST

For the following occupancies:

Assembly, Groups A-1, A-2, A-3, A-4 and A-5	Institutional, Groups I-1, I-2, I-3 and I-4
Business, Group B	Mercantile, Group M
Educational, Group E	Residential, Groups R-1, R-2, and R-4
Factory and Industrial, Groups F-1 and F-2	Storage, Groups S-1 and S-2
High Hazard, Groups H-1, H-2, H-3, H-4 and H-5	Utility and Miscellaneous, Group U

- Building Permit Application**
- Street Opening or Driveway Entrance Permit**
- Worker's Compensation Statement**
- Planning or Zoning Board of Appeals Approvals**
- Attendance at an Appendix K Section K104.1 Meeting (required for all existing structures)**
- Existing Building Evaluation by a Registered Design Professional per Appendix K Section K104.2 (As required by the Code Enforcement Official)**
- 3 Copies of this Completed Checklist Signed by the Applicant or the Licensed Design Professional**
- Three (3) Sets of Building Plans**

The drawings must be drawn to scale and must include an Architect's or Engineer's seal for all work exceeding \$20,000 or involves structural and/or egress elements. Work costing less than \$20,000 may require an Architect's or Engineer's seal at the discretion of the Code Enforcement Official.

The following must be included on your drawings for a permit. Show as a minimum, the following items:

- Code Summary Based on the Building Code of New York
 - o Existing and/or Proposed Occupancy(s)
 - o Existing and/or Proposed Construction Type(s)
 - o Existing and/or Proposed square footage of each occupancy
 - o Maximum and actual travel distances
 - o Number of exits required and provided
 - o Fire-resistance rating requirements for building elements
- Detailed Floor Plans
 - o Existing square footage
 - o Proposed square footage of every room or space
 - o Square footage of each level or story
 - o Egress Locations
 - o Egress Element Occupant Loads (Allowable and Actual)
 - o Smoke & Heat Detector locations
 - o Receptacles
 - o Switches
 - o Switch operated Receptacles
 - o Lighting
 - o Exhaust Fans
 - o Boiler and or furnace location(s)
 - o Accessibility for physically disabled persons
- Footing, Foundation and Slab Details.
 - o Footing/foundation drains
 - o Reinforcing
 - o Slab reinforcing
 - o Concrete specifications
 - o Height of backfill against foundation wall
- Exterior Elevations
 - o Overall height
 - o Floor to ceiling height
- Stair & Railing details including Rise and Run.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE VILLAGE OF ELLENVILLE.

- Required fire rated assemblies
- Size and spacing of framing members.
- Size and spacing of beams and posts.
- Type of all framing members.
- Type and size of floor, sheathing, and siding material.
- Interior Finish Materials
- Window and Door Schedule showing sizes and compliance with energy requirements.
- Detail(s) at locations of all insulated areas
- Show compliance with the Energy Conservation Construction Code of New York State.
- Furnaces and Flues
 - o Submit shop drawings from manufacturer
 - o Flues must be sized for all appliances connected. Show allowable BTU rating for flue and Maximum BTU's from all appliances.

Three (3) Copies of Current Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.

The following must be included on the plot plan for all improvements.

- | | |
|---|--|
| <input type="checkbox"/> Show all dimensions of all property lines. | <input type="checkbox"/> Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads. |
| <input type="checkbox"/> Identify scale used. | <input type="checkbox"/> Location of any stream, lake or body of water within 100 feet of the property line. |
| <input type="checkbox"/> North direction identified. | <input type="checkbox"/> State or Federal designated wetlands. |
| <input type="checkbox"/> Easements for utilities including overhead. | <input type="checkbox"/> Utility service locations and connection details. |
| <input type="checkbox"/> Name of all adjacent roads and driveway location. | <input type="checkbox"/> Well location and details (if well is proposed). |
| <input type="checkbox"/> Vehicle parking areas identified. | <input type="checkbox"/> Septic System and details (if system is required). |
| <input type="checkbox"/> Section, Block, and Lot. | |
| <input type="checkbox"/> Property owner's name. | |
| <input type="checkbox"/> All existing structures shown and labeled as to their use and the distance from the proposed structure and property lines. | |

Checklist completed by:

(Print or type name here)

(Title)

(Signature)

(Date)

(Do not write below this line - for official use only)

_____ **Application/Permit Number**

Accepted Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)

SCHEDULE OF REQUIRED INSPECTIONS

- Soil density as required
- Excavation and forms for footings prior to concrete placement
- Foundation forms and reinforcing prior to concrete placement
- Foundation waterproofing
- Foundation drainage prior to backfill
- Slab subgrade and reinforcing prior to placement of concrete
- Framing
- Walls, floor, and roof sheathing
- Rough plumbing
- Hot and cold water line test (75 lb. min with no loss)
- Rough electric by 3rd party agency
- Final electric by 3rd party agency
- Insulation
- Gypsum board prior to tape and spackle
- Fireplace, wood stove, chimney, flues (Manufacturer's installation instructions must be available on the job site at the time of inspection.)
- Well connection, water service
- Septic system (inspection and certificate of compliance by systems design engineer)
- Fire Protection Systems
- Deck/Porch piers
- Mechanical ducts
- Railings and stairs
- Final for Certificate of Completion
 - o Plumbing system
 - o Heating system
 - o Trim
 - o Appliances
 - o Finish Flooring
 - o Septic certification
 - o As built (final survey)
 - o Doors
 - o Parking Lot Site Design
 - o Landscaping
 - o PE's Structure Approval
 - o Water test
 - o Paint
 - o Fire protection
 - o Cabinetry
 - o Siding
 - o Windows
 - o Egress elements
 - o Accessibility elements