

**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 3<sup>rd</sup> party agency
- Final electric by 3<sup>rd</sup> 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