

**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

RESIDENTIAL 1 & 2 FAMILY PERMIT CHECKLIST

- Building Permit Application**
- Street Opening or Driveway Entrance Permit**
- Worker's Compensation Statement**
- Planning or Zoning Board of Appeals Approvals**
- 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 include an Architect's or Engineer's seal. The following must be included on your drawings for a permit. Show as a minimum, the following items:

- Detailed floor plans
 - o Residence square footage
 - o Proposed square footage of every room or space
 - o Square footage of each level or story
 - o Egress Locations
 - o Smoke Detector locations
 - o Receptacles
 - o Switches
 - o Switch operated Receptacles
 - o Lighting
 - o Exhaust Fans
 - o Boiler and or furnace location(s)
- 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
 - o Relationship to the existing residence.
- Stair & railing details including Rise and run.
- Required fire rated assemblies
- Size and spacing of floor joists.
- Size and spacing of beams and posts.
- Type, size and species of all framing members.
- Type and size of subfloor, sheathing, and siding material.
- Window and Door Schedule showing sizes and compliance with light, ventilation, energy, and egress requirements.
- Detail(s) at locations of all insulated areas
- Show compliance with the Energy Conservation Construction Code of New York State.
- 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.

**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.**

☐ 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.

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

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
- Well connection, water service
- Septic system (inspection and certificate of compliance by systems design engineer)
- 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 Water test
 - o Well drillers log
 - o Paint
 - o Fire protection
 - o Cabinetry
 - o Siding
 - o Windows
 - o Egress elements