

**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 ADDITION PERMIT CHECKLIST**

- Building Permit Application**
- 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 Existing residence square footage
  - o Proposed square footage of every room or space within the addition
  - o Square footage of each level or story
  - 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.
- 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.
- Provide detail for method of attachment to existing structure(s).
- 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.

- 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.

**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.**

- 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.

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
- 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