

TOWN OF UNION VALE

DIRECTOR OF CODE ENFORCEMENT
GEORGE A. KOLB JR.



SUPERVISOR
PATRICIA TOMPKINS

TOWN COUNCIL
DAVID MCMORRIS
STEVE FRAZIER
CORRINA KELLEY
JOHN WELSH

BUILDING DEPARTMENT
249 DUNCAN ROAD
LAGRANGEVILLE, NY 12540
(845) 724-5953
FAX: (845) 724-3757

Building2@unionvaleny.us

BUILDING PERMIT APPLICATION (CHANGE OF COMMERCIAL OCCUPANCY)

*** THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION ***

☐ APPLIC FORM COMPLETED ☐ INSURANCE SUBMITTED ☐ INSURANCE ON FILE ☐ CONSENT IF APPLIC

☐ RENOVATION OF SPACE

☐ NO ALTERATION OF SPACE

The following must be submitted for processing of your application:

1. Explicate narrative of type of business and its use to be approved by Zoning Administrator submitted by the prospective occupant.
(Attach to application.)
2. Provide 2 sets of drawings showing all floor plans and cross sections of construction, if renovating space. ONLY detailed drawings max. 18" x 24" will be accepted and may be required to be submitted by a licensed design professional after review by the Code Official.
All plans must comply to the N.Y.S. Building and Fire Code.

Please supply if applicable to project:

- A. Cross sections specifically drawn with materials to be used
- B. Floor plans showing use of all rooms
- C. Ceiling heights and projections
- D. Window/Door clear opening sizes
- E. Building/Structure elevations
- F. Rafter/Joist/Header spans and sizes
- G. Insulation values
- H. Smoke/carbon Dioxide Detector placement
- I. Plumbing/Mechanical details

FOLLOW INSPECTIONS SUPPLIED THAT ARE APPLICABLE

APPLICATION FOR BUILDING PERMIT

****PLEASE NOTE TO ALL APPLICANTS: ALL INFORMATION IS TO BE COMPLETED IN FULL.
PLEASE TYPE OR PRINT LEGIBLY OR APPLICATION WILL BE RETURNED.****

APPLICATION TYPE: ☐ Residential ☐ New Construction ☐ Commercial ☐ Renovation/Alteration

APPLICANT: _____ DATE: _____

ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

NAME OWNER OF BUILDING/LAND: _____

PROJECT SITE ADDRESS: _____

MAILING ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

BUILDING/CONTRACTOR/ ARCHITECT OR ENGINEER IF REQ.

COMPANY NAME: _____

ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

DESCRIPTION OF WORK: _____

ESTIMATE COST OF PROJECT: _____

→ **Signature of Applicant/ Date**

REV: 7/25/16

OFFICE USE ONLY

APPROVALS: Zoning/ Fire/ Building

☐ Approved ☐ Denied DATE: _____

Signature of Code Enforcement Officer

FEE DUE: \$ _____ PAID ON: _____

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OWNER'S AUTHORIZATION & CONSENT FORM

This form is to be signed **and notarized when required** by the owner of record of the property in which the work outlined on the building permit application has been applied for. Signing of this document gives permission for work to be commenced by the contractor designated. All insurance requirements are to be submitted to the parcel owner and this office. In addition any and all Engineering/ Attorney's fees associated with review of this application are the sole responsibility for reimbursement to the Town of Union Vale by the owner of record as per Sect. 105-12 of the Town of Union Vale Code before any Certificate of Occupancy is issued.

Date: _____

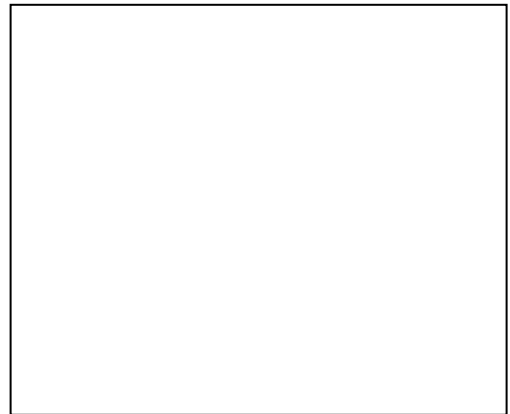
Parcel Location: _____

Contractor: _____

Owner Signature: _____ Print: _____

NOTARY STAMP:

**(Req. New Home and/or any
application required to be reviewed
by the Town of Union Vale P.E.
and/ or Attorney)**



NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

TOWN OF UNION VALE

BUILDING DEPARTMENT INSPECTION PROCEDURE

***ANY CHANGES to plans require approval by Code Official*.**

You are required to schedule all inspections with this office in advance of work to be inspected. Please provide building permit number, name on permit and specific type of inspection requested.

1. Pre-site inspection if required by Code Official.
2. Contact Utility Dig/Safe Hotline before any excavation commences.
3. Footing inspection when complete all rebar placement and form work;
Notify at least 24 hours before placement.
4. Foundation walls both poured concrete and block complete;
Notify at least 24 hours before concrete pour.
5. All concrete slabs must be inspected, i.e. garage, basement, etc.
6. Footing drains and damp-proof of walls before backfill.
7. Framing inspection per submitted approved drawings.
8. Rough plumbing with all required air/water tests.
19. Mechanical inspection includes: Furnace/Fireplace/Woodstove etc.
10. Rough Electrical inspection by third party inspector, approved list supplied.
11. Insulation compliance inspection prior to drywall installation.
12. Final Electrical inspection by third party agency certificate.
13. Provide ALL certificates required by Dutchess County Board of Health.
14. FINAL INSPECTION BY CODE OFFICIAL FOR COMPLIANCE
TO SUBMITTED DRAWINGS, SITE PLAN AND N.Y.S. BUILDING/ FIRE CODE.

•Please note per Town of Union Vale Code Section 240-109 Certificate of Occupancy: It shall be unlawful to occupy or use any structure or appliance until a valid Certificate of Occupancy or Compliance is issued by the Code Enforcement Officer of the Town of Union Vale. Strict adherence to this regulation will be enforced by this office.

TOWN OF UNION VALE BUILDING DEPT.

249 Duncan Road
Lagrangeville, NY 12540

NARRATIVE OF PROPOSED BUSINESS for ZONING APPROVAL

Change of Occupant

Date: _____

Grid# _____
Comm'l Zone: _____

Owner of Property: _____
Address: _____
Contact#: _____

New Occupant: _____
Contact Name: _____
Address: _____
Phone#: _____
E-MAIL: _____

Previous Occupant: _____

PROPOSED USE OF PREMISES : **Attach a typed precise descriptive narrative** (on letterhead if available) describing business addressing the following items: **MUST INCLUDE** the number of employees; hours of operation; type of business; outside storage; a description of type of business (i.e. retail, service, (food, clothing, toys, furniture, etc.), office space (medical, attorneys, real estate, contracting, etc); billing offices (open to the public or not open to public just employees only).

A sketch of the structure to be occupied and/or outside site to be used for business proposed must be supplied with narrative for determination is needed (if multiple tenants please identify area).

Office use only:

Site Plan Approval: _____ Approved Use: _____

SUP for use: _____

Restrictions: _____

☐ Approval of Change of Occupancy:

- ☐ Sign Permit Required
- ☐ Owner Consent Received

☐ Denied:

- ☐ Change of use
- ☐ Use not permitted in said Zone
- ☐ Change of use needs Planning Board approval
- ☐ Incomplete Submission

Code Enforcement Officer

Date

TOWN OF UNION VALE BUILDING DEPARTMENT
249 DUNCAN ROAD
LAGRANGEVILLE, NY 12540

Directions to Applicant:

- 1- Obtain BLDG PERMIT
- 2-DISPLAY PERMIT IN VISIBLE PLACE
- 3-SCHEDULE ELECTRICAL INSPECTION
- 4-ELECTRICAL AGENCY will MAIL compliance cert to us
- 5-If ELECTRICAL is only PART of total project, you additionally need to *SCHEDULE FINAL INSPECTION* WITH BUILDING DEPARTMENT*

Town Board Approved Electrical Inspection Agencies

NEW YORK ELECTRICAL INSPECTIONS

Greg Murad

HCR #4

Kelly Corners, NY 12455

845 586-2430

888 693-4693

Tom LeJune

Local Inspector

PO box 384

Amenia, NY 12501

845 373-7308

Z3 CONSULTANTS, Inc.

Gary Beck

PO Box 363

Lagrangeville, NY 12540

Office/ Fax: 845 471-9370

NY BOARD OF FIRE UNDERWRITERS

Pat Decina

845 298-6792

800 356-2556

NY ATLANTIC-INLAND INC.

William Jacox

12 Ackert Road

Rhinebeck, NY 12372

Phone: 845 876-8794

THIRD PARTY INSPECTIONS INC.

68 Gold Road

Poughquag, NY 12570

845 590-1010

thirdpartyinsp@gmail.com

NEW YORK ELECTRICAL INSPECTION SERVICES

150 White Plains Road, Ste 104

Tarrytown, NY 10591

Phone: 914 347-4390

Fax: 914 347-4394

info@nyeis.us

Office

joann@nyeis.us

Certs/Billing

Ed Odell

914 384-6763

Brian McPartland

914 382-4921

Nick Morabito

914 384-6605

nick@nyeis.us

Anthony Rabasco

914 384-6634

Al Weis

914 384-6762

914 962-8236 home office

Charlie Del Pozzo

914 384-6644

NY ELECTRICAL INSPECTIONS & CONSULTANTS LLC

John Wierl

93 Beattie Avenue

Middletown, NY 10940

845 551-8466

jwierl@nyeic.com

REV DATE: 11/30/11