

Town of Dix Code Enforcement
2266 County Road 17, Watkins Glen, NY 14891
Phone: 607 535-7973 Ext 205 Cell: 607 425-6351 Email: CEO@townofdix.com

**NO WORK SHALL START PRIOR TO A PERMIT BEING ISSUED
OR FINES WILL BE ASSESSED**

TO: Building Permit Applicants

Building Permits are required for: Any structural, electrical or mechanical work to existing buildings, additions to existing buildings, installations of manufactured homes, renovations, any residential/commercial construction and any detached storage building over 120 square feet.

THE FOLLOWING ITEMS ARE REQUIRED WHEN FILING FOR A PERMIT:

1. The **APPLICATION FOR CONSTRUCTION/INSPECTION** form: completed and signed
2. **FEE** for permit: **Cash, Check, Money Order and Major Credits payable to TOWN OF DIX**
 - a. See fee schedule
3. **TWO STAMPED SETS OF PLANS** including materials list, and contracted scope of work (approved/signed by a NYS licensed Engineer or Architect) required for residential construction **over 1500 square feet or \$20,000.00**, manufactured home roofs or any commercial application according to NYS Education Law. Consult the Code Enforcement Officer regarding alterations, conversions and additions.
 - a. Must provide current 2020 Energy Code of NYS Compliance- RESCHECK or COMCHECK documentation.
 - b. If new construction OR renovation exceeding \$20,000 require NYS Registered Engineer or Architect stamped plans to include, but not limited to: foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc. Must include a statement on plans that "ALL work will comply with the 2020 Building codes of NYS, 2020 ECCC of NYS 2 (two) stamped copies provided to this office.
 - c. If a new addition increases the TOTAL square footage of an existing structure to exceed 1500 Sq. ft. you need to supply 2 copies of the Engineers or Architect's stamped plans. See details above
4. **MANUFACTURED HOMES – REQUIRES CERTIFIED INSTALLER** - year, make and/or model, HUD number, and dimensions must be provided. Drawings of footers, piers or supports as specified by manufacturer must be provided. Used homes without a HUD number require a relocated home inspection for electric, heat, plumbing and structure. Concrete pads require Architect/Engineer's stamped plan.
5. **TWO DETAILED SKETCHS** are required when stamped plans are not. For proposed building showing framing detail, headers, span-widths, spacing's, window/door sizes, foundation, roof trusses, cost estimate and a materials list.
6. **SEPTIC SYSTEM PERMIT** is required for new construction, certain alterations or installations. Contact Schuyler County Watershed at phone 607-535-6868; FAX 607-535-6867.

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7. **SITE PLAN** – a sketch showing location of new or existing buildings, wells, septic's, overhead power, local and State roads. Distances to property lines must be shown. If necessary, provide Flood Plain/Elevation Certificate. Must meet Town of Dix Zoning regulations.
(See www.townofdix.com) Contact NYS DOT or Highway Supervisor for regulated road set backs
8. **INSURANCE CERTIFICATE** – proof of Workmen's Compensation Insurance is required for ALL Contractors with employees. If exempt, an Affidavit of Exemption (WC/DB Exemption Form CE200) must be completed. General Contractor must be listed on Construction Specification sheet. Proof of Liability and Disability Insurance is required.
9. **SWIMMING POOLS** – permit required if 24" deep or more. In-ground and all soft-sided pools (more than 24" deep) must be fenced. Electrical inspections are REQUIRED (Complete separate Pool Permit and review Pool regulations attached to pool permit)
10. **FIRE/HOUSE NUMBER** – contact Schuyler County Emergency Management at 607-535-8200 to obtain a fire/house number – 4" tall fire numbers are required before certificate of occupancy is issued.
11. **TENTS** – A permit is required for tents used for public assembly. (Complete separate Tent Permit)

ELECTRIC – Must be inspected by a National Certified Third-Party Electrical Inspector.

THE SAME ELECTRICAL INSPECTOR MUST DO BOTH ROUGH AND FINAL

INSPECTIONS. Fees for this are not included with the building permit. The Town reserves the right to approve or disapprove the use of any specific inspector. Local Inspectors:

Fred Fitch	607-535-7330	fwfitch@stny.rr.com
Joe Pelligrino	607-351-2334	jpceis@yahoo.com
Chris Fillinger (Atlantic Inland)	607-272-5873	

Upon approval of the applications and plans, you will be issued a building permit to be posted on the premises and may commence work.

**NO BUILDING MAY BE OCCUPIED OR USED WITHOUT A CERTIFICATE OF
OCCUPANCY OR COMPLIANCE.**

Applicants/Owners are responsible for arranging required inspections.
**FAILURE TO REQUEST INSPECTIONS IS AT YOUR OWN RISK AND WILL BE
IN VIOLATION OF THE
NYS UNIFORM FIRE AND BUILDING CODE.
PENALTIES AND FINES WILL BE ASSESSED IF NOT IN COMPLIANCE.**

Applicants must call the Code Enforcement Officer to arrange for required inspections.

Advance notice of 24 hours is necessary.

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TOWN OF DIX BUILDING PERMIT FEE SCHEDULE

Up to \$2,000	\$100.00
\$2,001 to \$25,000	\$2.00 per 1,000 over \$2,000
Excess of \$25,000	To be negotiated.

Late Filing Fee – Equal to one and a half times the normal permit fee

Fee to Rescind (Remove) a Posted Legal Notice..... **\$500.00**

Swimming Pools (installations over 24” deep) **\$50.00**

Wood Stove (solid fuel) Installation **\$50.00**

Tents **\$50.00**

Roof Replacement (non-structural) **\$100.00**

Expired Permits – Renewal Fee equal to 50% of original permit fee charged.

Fire/Public Assembly Inspections **\$120.00**

Demolition Permit **\$50.00**

Local Building Construction Factor used to determine Construction Value:

\$150.00 per square foot – residential living space

\$30.00 per square foot – accessory buildings with electric

\$45.00 per square foot – accessory buildings with electric, heat, insulation or plumbing

\$70.00 per square foot – additions/remodeling (No increase in building footprint i.e. 2ND story)

\$85.00 per square foot – Manufactured Homes (single, double or modular)

\$200.00 per square foot – commercial buildings

\$30.00 per square foot – conversions (change in occupancy)

\$45.00 per hour – Travel to and from Regional Board of Review

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PERMIT APPLICATION FOR CONSTRUCTION/INSPECTION
No Work is to Commence Prior to Permit Being Issue

Date: _____

Name of Applicant/Owner: _____

Job Site: _____

Mailing Address: _____

Tax Map No.: _____ Phone: _____ Email: _____

Project Information: _____

Construction Value: _____ Fee Paid TOTAL: _____

Check #: _____ Credit Card: _____ Cash: _____

Existing use & occupancy of premises: _____

Intended use of structure: _____

Flood Plain/Elevation Certificate Needed: _____ Yes _____ No

Nature of Work: _____ New Building _____ Addition _____ Alteration/Repair _____ Pool

_____ Removal/Demolition _____ Installation _____ Solid Fuel Stove/Chimney

Other: _____

Number of Dwelling Units: _____ Number of Units Each Floor: _____ Number Bedrooms _____

Number Bathrooms _____ Garage _____ Number of Cars _____

Dimensions of entire new construction: Sq Ft. _____ Number of Stories _____

Front _____ Rear _____ Depth _____ Height _____

Front _____ Rear _____ Depth _____ Height _____

If addition, dimensions of existing structure: Sq. Ft. _____ Number of Stories _____

Front _____ Rear _____ Depth _____ Height _____

Size of Lot: Front _____ Rear _____ Depth _____ No of Acres _____

Distance to closest property line: _____

Manufactured Home: Certified Installer _____

Year _____ Make/Model _____ HUD # _____

Contractor: _____ Phone: _____ Email _____

Compensation or Homeowner's Insurance _____ Expires: _____

Architect/Engineer: _____ Phone: _____ Email _____

Electric: _____ Yes _____ No Requires separate inspection by a National Certified Third-Party Electrical Inspector

Signature of Applicant

Updated 5/14/2025