

TOWN OF LAGRANGE

OFFICE OF THE BUILDING INSPECTOR

120 Stringham Road, LaGrangeville, 12540

Phone 845 – 452-1872 Fax 845 – 452-7692

ADDITIONS-ALTERATIONS-CONVERSIONS INSULATING & STRUCTURAL REPAIRS

One and Two Family Residences, Condominiums & Townhouses

BUILDING PERMIT APPLICATION INFORMATION

The following instructions will provide assistance in filling out an application for a building permit. To avoid unnecessary delays in obtaining a Building Permit all the following items shall be provided.

1. **BUILDING PERMIT APPLICATION** – Complete the application and include signature by the owner of the property or submit a letter from the owner authorizing the applicant (agent) to sign and obtain the Building Permit.
2. **TYPE OF PROJECT**
 - **Addition** – Extension or increase in area, height or equipment of a building.
 - i) Show existing spaces and proposed addition.
 - ii) **Some additions may require approval from the D.C. Health Dept.**
 - **Alteration** – Any change, rearrangement or addition to a building, any modification in construction or in building equipment other than repairs.
 - i) Show existing spaces and proposed alteration.
 - **Conversion** – A change of occupancy or use group or change of fire hazard classification as defined in the Building Code or change in permitted use as defined by the LaGrange Zoning Code of a building or portion of a building.
 - i) Identify existing and proposed use and location.
3. **CONSTRUCTION DRAWINGS** – Submit two (2) drawings of the proposed area that is to be repaired or renovated. A **floor plan** of each floor showing all doors, windows, walls, fire separations, stairs, dimension of rooms and building, kitchen and bathroom fixtures, label use of rooms, smoke detectors, carbon monoxide detectors, and heating equipment. Show a **section detail** of the wall construction and fire separation construction. **Identify** on the plans **new and existing construction**. Show type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows, and doors.
4. **PLOT PLAN** – All additions to buildings require a plot plan demonstrating compliance with zoning district setback requirements from the property lines and right-of-way of the road relative to the Town of LaGrange Zoning Law. If necessary a survey may be required to confirm conformity.
5. **ZONING WORKSHEET** – Fill in section "to be completed by applicant." In order to determine your zoning district, please call Susan Quigley at (845) 452-2046 and provide her with your Tax ID number and address of your property.
6. **WORKER'S COMPENSATION** – Contractor or homeowner is to submit proof of worker's compensation insurance form #C-105.2 or U26.3. New York State will not accept ACORD liability forms as proof of insurance.
7. **FEES PAID** – Fees shall be paid in accordance with the Standard Schedule of Fees as adopted by the Town Board.