

TOWN OF LAGRANGE

OFFICE OF THE BUILDING INSPECTOR

120 Stringham Road, LaGrangeville, NY12540

Phone 845 – 452-1872

COMMERCIAL BUILDINGS NEW CONSTRUCTION

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 for a new commercial building all the following items shall be provided.

1. **BUILDING PERMIT APPLICATION** – The application shall be completed and signed by the owner of the property or a letter of authorization from the owner allowing the applicant to sign and obtain the Building Permit is required to be submitted with the application. Proof of Ownership of the property must be submitted.
2. **PROOF OF OWNERSHIP** – A copy of the deed, a copy of the contract of sale, or affidavit of ownership shall be provided.
3. **CONSTRUCTION DRAWINGS** – Submit **two (2) sets of plans and specifications** bearing the signature of a licensed New York State Professional Engineer or Registered Architect. This includes alternate foundation systems, type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows and doors in compliance with the New York State Energy Conservation Construction Code. The plans and specifications for a building permit shall provide sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code.
4. **ENERGY AUDIT (RES-CHECK) COMPLIANCE CERTIFICATE** – This certificate shall be included with the construction drawings and specifications. This certificate is usually prepared by the Architect or Engineer and submitted under separate cover with the design professional's state seal and signature certifying compliance with Energy Conservation Construction Code of New York State.
5. **SIGNED SITE DEVELOPMENT PLAN** – A site plan approved and signed by the Planning Board is necessary before a building permit can be granted. A survey of the land on which the proposed dwelling is to be constructed showing the location the building on the property in conformance with the Town of LaGrange Zoning Law, location of the driveway, water supply, sewage disposal system, and soil and erosion control measures during construction. The Survey must be signed and sealed by the New York State Licensed Land Surveyor, Professional Engineer or Registered Architect.

6. **PLANNING BOARD RESOLUTION** – Original signed resolution from Town Clerk
7. **GRADING PERMIT** – Submit a copy of the approved Grading Permit from the Office of the Administrator of Public Works at (845) 452-2046. Applications for the Grading Permit and Grading Plan Agreement can be received in this office
8. **SEWAGE DISPOSAL SYSTEM** – Upon receipt of the filled-out Application for a new commercial structure, this office will forward an Application for Approval of a Sewage Disposal System form to the Health Department for their approval. The applicant should contact the Dutchess County Health Department, 387 Main Mall, Poughkeepsie, NY 12601, (845) 486-3400 to schedule a pre-construction site visit. If connecting to a municipal sewer district, it will be necessary to fill out an Application for a Sewer Permit.
9. **MUNICIPAL SEWER DISTRICT** – If the site is in a municipal sewer, it will be necessary to fill out an application for a Sewer Permit, obtained from the Office of Building Inspector.
10. **MUNICIPAL WATER DISTRICT** – If the site is in a municipal water district, it will be necessary to fill out an Application for a Water Permit, obtained from the Office of the Building Inspector.
11. **STREET ADDRESS** – It will be necessary to have a correct street address before a building permit can be issued. This office will send a form to 911 to obtain the address.
12. **DRIVEWAY PERMIT** – Supply a copy of the approved Driveway Permit from one of the following agencies:
 - New York State Department of Transportation - Traffic Engineering & Safety, Fireman's Way, Poughkeepsie, NY 12603 – (845) 575-6040
 - Dutchess County Department of Public Works, 626 Dutchess
 - Turnpike, Poughkeepsie, NY 12603 (845) 486-2925
 - LaGrange Highway Department, 130 Stringham Road, LaGrangeville, NY 12540
13. **WORKER'S COMPENSATION** – Worker's compensation insurance form # U26.3 OR C-105.2 shall be required by contractors performing work. (Note: New York State will not accept ACORD liability forms as proof of workman's compensation insurance.)
14. **FEES PAID** – Fees shall be paid in accordance with the Standard Schedule of Fees as adopted by the Town Board.