

TOWN OF LAGRANGE

OFFICE OF THE BUILDING INSPECTOR

120 Stringham Road, LaGrangeville, NY12540

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

ONE AND TWO FAMILY RESIDENCES, CONDOMINIUMS & TOWNHOUSES - 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 one or two family residence all the following items shall be provided.

1. **BUILDING PERMIT APPLICATION** – The application must 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 Modular Homes, Manufactured Homes, 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. **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.
5. **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.
6. **PLOT PLAN** – 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 erosion and sediment control measures during construction. The

survey must be signed and sealed by the New York State Licensed Land Surveyor, Professional Engineer or Registered Architect.

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 Single-Family Residence, this office will forward an Application for Approval of a Residential 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 property is located within a municipal sewer district**, 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 property is located within 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 911 street address assigned to the property before a building permit can be issued. This office will send on your behalf 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 #C-105.2 or U26.3 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.

