

## **NOTICE TO APPLICANTS**

Starting on March 1, 2010 a new procedural policy was put into effect requiring the filing of permit applications to be made at one time.

The main permit application shall be the **BUILDING PERMIT APPLICATION (FORM 3620-BP)**. All additional permit applications, when required, shall be filed with the Building Permit Application.

To expedite this process property owners, as of right, may file all permit applications, supporting documentation and fees. Contractors or agents may be authorized to do the same by using the Contractor or Agent Authorizing Affidavit (FORM 3620-CA).



**UTILITY PERMIT APPLICATION**  
 CITY OF POUGHKEEPSIE, COUNTY OF DUTCHESS, NEW YORK

Application **#20**  
 ID# \_\_\_\_\_  
 PLBP

The undersigned hereby applies for a permit to perform utility work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and may be required to be filed with other permit applications. All provisions of the City of Poughkeepsie and all other relevant rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

**COST OF PROJECT:** \$ \_\_\_\_\_ **RELATED BUILDING PERMIT:** # \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_ License #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**WORK SITE / LOCATION:** \_\_\_\_\_

**Check off type of installation and fill in fee:**

**SEWER & STORM DRAINAGE**

**Sewer:**

- Up to 100 ft. \$50.00 \_\_\_\_\_
- Greater than 100 ft. \$.25/ft. \_\_\_\_\_
- Repair or Replacement \$25.00 \_\_\_\_\_
- Disconnect \$15.00 \_\_\_\_\_

**Storm Drainage:**

- Residential \$50.00 \_\_\_\_\_
- Commercial \$100.00 \_\_\_\_\_

**WATER SERVICE**

- New Water Service \$50.00 \_\_\_\_\_
- Repair or Replacement \$25.00 \_\_\_\_\_
- Disconnect \$15.00 \_\_\_\_\_

**Sprinkler Service:**

- Up to 2 inches \$35.00 \_\_\_\_\_
- 4 inches or greater \$55.00 \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_

The undersigned applicant certifies that all work will be performed by him/her or their employee(s) and is responsible to notify the City and hereby consents by the execution of this application to all necessary inspections to be made by the Plumbing Inspector of the CITY OF POUGHKEEPSIE. It is the responsibility of the applicant to contact the appropriate department and to supervise and certify that all work changed from the original plans is appropriately recorded and approved. The Plumbing Inspector shall be notified for purposes of inspection, at least one (1) business day in advance of the desired date and time of inspection. No further work is to be commenced before approval of each stage. It is understood that authorization is hereby given for inspectors to enter the premises for purposes of inspection any time prior to the issuance of the Certificate of Compliance.

Signature of Owner, Contractor or Agent (contractor or agent requires authorizing affidavit from owner.) \_\_\_\_\_

\_\_\_\_\_ Date

FOR OFFICE USE ONLY

Permit Approval (Plumbing Inspector) \_\_\_\_\_

\_\_\_\_\_ Date

**INSPECTION**

APPROVED \_\_\_\_\_

REJECTED \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# WATER AND SEWER PERMIT APPLICATION

## RESIDENTIAL AND COMMERCIAL

CITY OF POUGHKEEPSIE ENGINEERING DEPARTMENT

**WORK SITE / LOCATION:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Codes: §6-139; §6-142.D; §6-144.B; Code requirement applies to residential and commercial property.

**Water:** Property owner is responsible for repair and maintenance of water service from building line to face of curb or theoretical curb line. Curb stops are to be operated by the property owner or owner's contractor.

**Sewer:** Property owner is responsible for repair, maintenance and to keep in good working order the sanitary and storm sewer from the building line to the sewer line.

**Utility Mark Outs:** The contractor performing the excavation is responsible to notify utility call center prior to any excavation.

**Tap Shutoff:** Water service abandonment requires scheduling with Water Department to access building for water tap location (451-4111).

**CONTRACTOR:**

(PERFORMING THE WORK)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**EXCAVATOR:**

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLUMBER:**

ADDRESS: \_\_\_\_\_ License #: \_\_\_\_\_ PHONE: \_\_\_\_\_

**WATER (check the appropriate response):**

**Leak Report Reference No.:** \_\_\_\_\_

Domestic service repair [ ] No [ ] Yes  
Domestic service replacement [ ] No [ ] Yes  
Water service abandonment [ ] No [ ] Yes

Fire service repair [ ] No [ ] Yes  
Fire service replacement [ ] No [ ] Yes  
Tap required [ ] No [ ] Yes

Tap description: \_\_\_\_\_

Sewer type: [ ] Building Sewer [ ] Storm Repair [ ] Repair [ ] Replacement

Description of work: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Conditions: \_\_\_\_\_

**Specific Conditions** (state if none): \_\_\_\_\_

Signature of Owner, Contractor or Agent (contractor or agent requires authorizing affidavit from owner.)

Date

FOR OFFICE USE ONLY

Signature and title of approving agent.

Date

Description of work completed:

**INSPECTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Contractor or Agent Authorizing Affidavit

To: City of Poughkeepsie Building Department

From: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, attest that I am the owner of the property located at \_\_\_\_\_ in the City of Poughkeepsie, New York and I hereby authorize \_\_\_\_\_ (licensed contractor) to file the following documents including, if any, all supporting documentation and fees as required to make a complete application to the Building and Zoning Department of the City of Poughkeepsie.

(Initial the appropriate boxes.)

- Building Permit Application**
- Electrical Permit Application**
- Plumbing Permit Application**
- HVAC #1 Permit Application**
- HVAC #2 Permit Application**
- Water Connection Permit Application**
- Utility Permit Application**

---

(Property Owner's Signature)