



**THE CITY OF POUGHKEEPSIE**  
**BUILDING DEPARTMENT**  
 62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR  
 POUGHKEEPSIE, NY 12601  
 Phone: (845) 451-4007 Fax: (845) 451-4006

***BUILDING PERMIT APPLICATION***

**Location of Construction or Use** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Owner/Tenant Name:** \_\_\_\_\_ **RRP Yes ( ) No ( ) Phone#** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **RRP Yes ( ) No ( ) Phone#** \_\_\_\_\_

**APPLICANT** (print name): \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_ **Estimated Cost of Construction: \$** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Historical: Yes [ ] No [ ]** **Setbacks – Front:** \_\_\_\_\_ **Side:** \_\_\_\_\_ **Side:** \_\_\_\_\_ **Rear:** \_\_\_\_\_

**Pre 1978 Yes [ ] No [ ] Disturbing 6 Sq Ft of interior Yes [ ] No [ ] 20 Sq Ft of Exterior Yes [ ] No [ ]**

**Description of Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NYS Licensed Alarm Installer:** \_\_\_\_\_ **License#** \_\_\_\_\_

**Licensed Electrician:** \_\_\_\_\_ **License#** \_\_\_\_\_

**Licensed Heating Contractor:** \_\_\_\_\_ **License#** \_\_\_\_\_

**Licensed Plumber:** \_\_\_\_\_ **License#** \_\_\_\_\_

**Sprinkler Installer:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

*The applicant agrees to comply with the provisions of the Building and Utility Code of the City of Poughkeepsie, New York State Uniform Fire Prevention and Building Code, City of Poughkeepsie Zoning Ordinance and all other applicable regulations and further agrees not to occupy this structure until a Certificate of Occupancy (CO) has been issued.*

**When Ready - Mail [ ] Pick up [ ]**

\_\_\_\_\_  
**Signature (Applicant) Date**

**OFFICIAL USE ONLY**

**Administrative Non Refundable Fees:**

**Residential \$50.00**

**Commercial \$100.00**

**Additional Fees:**

**Residential:**

**Commercial & Multi Family:**

<input type="checkbox"/> Windows & Doors \$25.00	<input type="checkbox"/> Windows & Doors \$50.00
<input type="checkbox"/> Roofing \$25.00	<input type="checkbox"/> Roofing \$.10 Per Sq Ft x = \$
<input type="checkbox"/> Siding \$25.00	<input type="checkbox"/> Siding \$50.00
<input type="checkbox"/> Plumb/Heat/HVAC \$10.00 per fixture x = \$	<input type="checkbox"/> Plumb/Heat/HVAC \$20.00 per fixture x = \$
<input type="checkbox"/> Pools \$125.00	<input type="checkbox"/> Pools \$250.00
<input type="checkbox"/> Demolition \$.10 Per Sq Ft x = \$	<input type="checkbox"/> Demolition \$.25 Per Sq Ft
<input type="checkbox"/> Parking Area \$25.00	<input type="checkbox"/> Parking Area \$50.00
<input type="checkbox"/> Fence \$25.00	<input type="checkbox"/> Fence \$50.00
<input type="checkbox"/> New Construction \$.40 per Sq Ft x = \$	<input type="checkbox"/> New Construction \$.65 per Sq Ft x = \$
<input type="checkbox"/> Alter/Renovations \$.25 per Sq Ft x = \$	<input type="checkbox"/> Alter/Renovations \$.45 per Sq Ft x = \$
<input type="checkbox"/> <b>Electrical \$25.00</b>	<input type="checkbox"/> <b>Electrical \$50.00</b>
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<b>TOTAL \$</b>	<b>TOTAL \$</b>

For those items not listed above please refer to the Fee Schedule

**Building Inspector:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Building Permit#** \_\_\_\_\_

**No permits will be accepted for filing by the building department unless in identical form, sum and substances as proscribed by the Building Inspector. This includes being 8.5" x 14" in size.**



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**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

Subject Property: \_\_\_\_\_

Owner: \_\_\_\_\_

**Please take notice that the (check applicable line):**

- new residential structure
- addition to existing residential structure
- rehabilitation to existing residential structure

to be constructed or performed at the subject property reference above will utilize (check each applicable line):

- truss type construction (TT)
- pre-engineered wood construction (PW)
- timber construction (TC)

The term "timber construction" shall mean construction that uses, for any load-supporting purpose(s), solid or laminated wood having the minimum dimensions required for structures built using type IV construction (HT) in accordance section 602.4 of the BCNYS.

**In the following location(s) (check applicable line):**

- floor framing, including girders and beams (F)
- roof framing (R)
- floor framing and roof framing (FR).

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Signature:** \_\_\_\_\_