



**Town of Rosendale Building Department**  
1915 Lucas Ave.  
Cottekill, New York 12419  
Phone: 845-658-3159 Ext 4 / Fax: 845-658-8744  
BuildingInspector@TownofRosendale.com

*NO construction, erection, enlargement, alteration, removal, improvement, demolition conversion or change in the nature of occupancy of any building or structure shall be done without first obtaining a building permit for each such building or structure, except that no building permit shall be required for the performance of ordinary repairs which are not structural in nature.*

**ATTACHED TO THE APPLICATION SHALL BE THE FOLLOWING: (as checked)**

- \$25.00 Application Fee required for any/all applications at time of submission.  
\* The permit fee is assessed after review of application by the building inspector.
- Two sets of plans and specifications: Plans must have signature of the person responsible for the design and drawings.
- Energy compliance worksheet: REScheck / COMcheck/ (New Construction Only)
- Signature and stamp of a New York State licensed engineer or architect required.  
(Required if 1500 sq. ft. or \$20,000 total cost of construction or as requested by the Building Inspector)
- Copy of deed to the property (As requested)
- Plot plan drawn to scale showing location and site of all proposed new construction and all existing structures on the site and distance from property lines.
- Affidavit is required if not the property owner
- Directions to the property
- Proof of liability insurance (Homeowners and Contractors)
- Proof of workers compensation insurance or CE -200 (Contractor) and /or BP-1 (Homeowner)
- Proof of Ulster County Master Electrician License
- Ulster County Health Department approval to construct a septic (New Construction only)
- Curb cut permit for driveway: Town/ County/ State highway department (New Construction only)

*Amendments to the application or to plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Building Inspector.*



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**APPLICATION FOR BUILDING PERMIT**

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

Permit Number \_\_\_\_\_

**1. PROJECT LOCATION AND INFORMATION**

Number and Street Address \_\_\_\_\_

SBL Number \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owners Address \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Applicants Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Address \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

**2. TYPE OF CONSTRUCTION OR IMPROVEMENT**

New Structure – (Proposed Use) \_\_\_\_\_

Conversion/Alteration - \_\_\_\_\_

Addition (Family Room, Kitchen, Den, Bedroom, Bath - Full or Half ) \_\_\_\_\_

Repair/ Replacement \_\_\_\_\_

Demolition \_\_\_\_\_

Electrical Upgrade \_\_\_\_\_

Accessory Structure \_\_\_\_\_

Deck/Porch (Open, Covered, Enclosed, Screened) \_\_\_\_\_

Garage (Attached or Detached) \_\_\_\_\_

Utilities (Electric, Gas, Solar or Other) \_\_\_\_\_

Other \_\_\_\_\_

**3. DESCRIPTION OF PROJECT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. ESTIMATED COST OF PROJECT**

Contractors Estimate \_\_\_\_\_ Homeowners Estimate \_\_\_\_\_

**5. SIGNATURES**

\_\_\_\_\_  
*Building Inspector Signature - Date*

\_\_\_\_\_  
*Homeowner or Contractor Signature - Date*

**6. CONTRACTOR INFORMATION**

**Architect /Engineer:**

**General Contractor:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Electrical Contractor:**

**Plumbing Contractor:**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

License #: \_\_\_\_\_

**Important Notices**

1. Work conducted pursuant to a Building Permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Town of Rosendale, and all other applicable codes, rules or regulation.
2. It's the owner/contractor's responsibility to contact the Building Inspectors Office at least 24 hrs prior to requested inspection. \*More than one inspection may be necessary.
3. Owners hereby agree to allow the Code Enforcement Officer to inspect the sufficiency of the work being done pursuant to this permit.
4. Building permit must be displayed for visibility from the street nearest to the site of the work being conducted.

**\*OFFICIAL USE ONLY\***

Permit to Build _____	Approved _____	Disapproved _____
Permit to Install _____	Approved _____	Disapproved _____
Permit to Demolish _____	Approved _____	Disapproved _____

Not in conformance with \_\_\_\_\_

Reason \_\_\_\_\_

Alternative \_\_\_\_\_

**Building Inspector/Code Enforcement Officer**

Approved By \_\_\_\_\_

Application Fee Received \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee Received \_\_\_\_\_ Date \_\_\_\_\_