



APPLICATION FOR A BUILDING PERMIT

DATE OF APPLICATION _____ ZONE _____

LOCATION OF PREMISES _____

TAX MAP# _____ BLOCK# _____ LOT# _____ SUBLOT# _____

OWNER OF RECORD _____

ADDRESS _____

PHONE# _____

CONTRACTOR _____ PHONE# _____

ADDRESS _____

PUTNAM COUNTY HOME IMPROVEMENT LICENSE # _____

TYPE OF BUILDING: RESIDENTIAL _____ COMMERCIAL _____ OTHER _____

ROOMS: BEDROOMS _____ BATHROOMS _____ LIVING ROOM _____

KITCHEN _____ FAMILY ROOM _____ DINING ROOM _____ DEN _____ OTHER _____

*****AREA OF DISTURBANCE IN SQ. FT. (REQUIRED): _____*****

DESCRIPTION OF WORK TO BE PERFORMED: _____

ESTIMATED COST OF CONSTRUCTION \$ _____

BUILDING PERMIT FEE \$ _____

ATTACH A COPY OF THE BUILDING PERMIT WORKSHEET IF NECESSARY.

I, _____, THE APPLICANT, DO HEREBY CERTIFY THAT THE FORGOING INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT _____

REVIEWED BY _____

**TOWN OF CARMEL
BUILDING DEPARTMENT**

60 McAlpin Avenue
Mahopac, NY 10541
(845) 628-1500 * (845) 628-7085 (Fax)

REQUIREMENTS FOR A ONE FAMILY DWELLING

- **Completed building permit application form.**
- **Two (2) sets of plans for the proposed construction (must include the following items):**
 - a. **Seal from architect or engineer.**
 - b. **Stamp of approval from the Board of Health showing the bedroom count.**
 - c. **Energy Code requirement statement including the calculation.**
- **Survey or approved site plan of the subject property (must include):**
 - a. **Location of proposed construction, showing setbacks to property lines.**
 - b. **Location of driveway and driveway profile approved by the Engineering Dept.**
- **Putnam County Board of Health approval (must include):**
 - a. **Construction permit for septic system.**
 - b. **Approved septic layout showing Board of Health stamp.**
 - c. **Letter from Board of Health.**
- **In addition, approval from the following may be required:**
 - 1. **Z.B.A.**
 - 2. **P.B.**
 - 3. **E.C.B.**
- **Driveway permit from authority having jurisdiction over the roadway.**
- **New lot, provide proof of ownership.**
- **If in a sewer/water district, permits must be paid for.**

NOTE: **Setbacks are 40' front, 25' side and 40' rear**

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A POOL PERMIT

- Completed building permit application form (\$250 above ground, \$500 in-ground)
*Be sure to bring the contractors Putnam County license number.
- Survey of property with pool drawn to scale on it. Will not accept otherwise.
- Brochure, photos or plans of the pool.

NOTE: The setback requirements are as follows:

- Pool with no deck attached: Front setback determined by chart, 10' side and 10' rear from property line
- If deck is only attached to pool: Setbacks are determined by the zoning chart attached
- If pool is attached to deck that is attached to house: Setbacks are determined by the zoning chart attached

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A DECK

- Completed building permit application (fee is determined by square footage).
*Be sure to bring the contractors PC license number if applicable.
- Survey of property with deck drawn to scale on it. Will not be accepted otherwise.
- Deck details (as shown on deck detail sheet).

NOTE: Setbacks are determined by the zoning chart attached

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A FINISHED BASEMENT

- Building permit application form.
- Floor plan of basement showing all dimensions, stairs, closets, and windows (dimensions and sill ht.).
- If you have a septic system, approval from the Putnam County Health Department is required (referral form to be filled out by this department) and floor plan must be stamped by Board of Health.

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A SHED/GARAGE

- Completed building permit application form (fee is determined by square footage).
*Be sure to bring contractors PC license number if applicable.
- Survey with shed/garage drawn to scale on it. Will not be accepted otherwise.
- Brochure photos or plans of shed, architect plans for garage.

NOTE: IF THE SHED IS 10X20 OR LARGER, THEN IT IS CONSIDERED A GARAGE AND ARCHITECT PLANS ARE NEEDED.

**Setbacks are determined by the zoning chart attached
If attached to dwelling, same setbacks as an addition**

No Certificate of Occupancy is required for a detached tool shed, however, a Certificate of Occupancy. is required for all garages and attached tool sheds (\$80 fee payable at permit issuance)*

REQUIREMENTS FOR AN ADDITION

- Completed building permit application form.
- *Be sure to bring contractors PC license number.
- If in a sewer district, approval from the Town Engineer is needed.
- If private septic, approval from the Putnam County Health Department (referral form to be filled out by this department).
- Survey of property with addition drawn to scale. Will not be accepted otherwise.
- If the estimated cost of construction is over \$20,000, or structural, two sets of plans stamped by an architect or engineer is needed. If less than \$20,000, two sets of plans are required.

NOTE: Setbacks are determined by the zoning chart attached

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

REQUIREMENTS FOR A MOTHER/DAUGHTER APARTMENT

- Completed building permit application form and Mother/Daughter Affidavit.
- If you have private septic, approval from the Putnam County Health Department (referral form to be filled out by this department) and floor plan of apartment stamped by PCDOH.

A Certificate of Occupancy is required (\$80 fee payable at permit issuance)

GENERAL INFORMATION

- All permits are valid for 18 months from the date of issuance. However, work must commence within the first 6 months from date of issuance or the permit will be null and void.

If the work will take place on a corner lot, the setbacks may be different. Please ask for more information.

PROPOSED DISTRICT REQUIREMENTS FOR EXISTING RESIDENTIAL PROPERTIES						
	Principal			Accessory		
Lot Area	Front	Sides	Rear	Front	Sides	Rear
Up to ¼ Acre	25	10	15	25	10	10
¼ to ½ Acre	25	15	20	25	10	10
½ to 1 Acre	40	20	30	40	15	15
Larger than 1 acre	40	25	40	40	20	20

CONSULT THE CURRENT FEE SCHEDULE FOR ALL FEES



New York State Department of Labor

Dear Sir or Madam:

I would like to take this opportunity to offer you some useful information about the asbestos exposure associated with the demolition/renovation of buildings in your locality. A copy and updates to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, www.labor.ny.gov/workerprotection/safetyhealth/dosh_asbestos.shtm.

I wish to request your assistance in our enforcement efforts thereby protecting the health of your community, specifically in the area of building demolition/renovations. Please feel free to incorporate the enclosed: **BUILDING DEMOLITION/RENOVATION and NOTICE TO BUILDING PERMIT APPLICANTS** with the information you provided to contractors when a demolition/renovation permit is issued.

Should you have any questions, please contact the Asbestos Control Bureau District Office nearest to you (listed on the enclosed sheet).



New York State Department of Labor

NOTICE TO BUILDING PERMIT APPLICANTS

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove the asbestos. However, it is not recommended that the owner remove asbestos. The owner could potentially expose themselves, their family and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement.

For further information and updates, please see the NYS website at:
www.labor.ny.gov.



BUILDING DEMOLITION/RENOVATION

Industrial Code Rule 56 established work practice, asbestos contractor license, and asbestos worker training and certification requirements that protect the public from cancer causing airborne asbestos fiber that can arise from various construction activities, including the demolition/renovation of a building. One very important aspect of the Code covers requirements that specifically address the potential public health hazards associated with the significant amount of airborne asbestos fiber that can be released during the demolition/renovation of a building that contains asbestos or asbestos-containing materials.

New York State Labor Law (Article 10, Section 241 section 241.10) and the Code require a survey of the impacted portion of the building to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. **The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau.** Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed in compliance with the Code. Your assistance, as specified below, would facilitate our enforcement efforts and help avoid the necessity of citing building owners who violate the statute and code:

1. Share this information with the individuals on your staff responsible for issuing demolition/renovation permits. Encourage your staff to contact the appropriate District Office of the Asbestos Control Bureau on the enclosed list should any asbestos issues arise, specifically those related to demolition/renovation.
2. Consider establishing a policy of not issuing a demolition/renovation permit until compliance with Industrial Code Rule 56 is achieved.
3. Call the appropriate District Office of the Asbestos Control Bureau when a demolition/renovation permit is issued to a contractor that has **failed** to provide a survey or has **not removed** the identified asbestos. Any cooperation you can provide will not only assist in our enforcement efforts but protect the health of your community.