

# **Checklist for permit applications**

**\*Fees subject to change**

## **Swimming pool/Hot tub: Setbacks = 15' from house & property lines, 20' from well & septic system**

- ☐ Pool construction plans (specifications).
- ☐ Pump, filter & alarm information for pool.
- ☐ Pool - Fence & gate/latch/alarm information. Hot tub: make/model, size & safety cover information.
- ☐ New York State Workers Compensation – Forms: U-26.3, C-105 or exemption CE-200.
- ☐ Survey showing setbacks from dwelling, property lines, well & septic.
- ☐ Application notarized.
- ☐ \$100 application fee + \$10 per thousand of construction cost building fee.

## **Fence: Setbacks = Can be up to the property line – be aware of access for maintenance Maximum height 4' in front yard & 6' in rear yard**

- ☐ New York State Workers Compensation – Forms: U-26.3, C-105 or exemption CE-200.
- ☐ Survey showing location of fence with height, length & type.
- ☐ Application notarized.
- ☐ \$100 application fee + \$10 per thousand of construction cost building fee.

## **Finished basement:**

- ☐ New York State Workers Compensation – Forms: U-26.3, C-105 or exemption CE-200.
- ☐ New York State stamped architectural plan showing detailed description of layout with measurements of all rooms, egress locations, lighting & ventilation calculations. Bathrooms must show plumbing detail.
- ☐ Application notarized.
- ☐ \$100 application fee + \$1 per square foot of finished space.

## **Accessory Building: (Sheds, detached garage, pole barn etc.): 10' from dwelling, 5' from side/rear property line & not in the front yard setback.**

- ☐ New York State Workers Compensation – Forms: U-26.3, C-105 or exemption CE-200.
- ☐ Survey showing location of building with distance from dwelling and property lines.
- ☐ Plan showing layout, foundation & construction detail. If building has trusses – New York State stamped plans required.
- ☐ Application notarized.
- ☐ \$100 application fee + \$10 per thousand of construction cost building fee.

## **Deck (new or rebuild): Minimum 5' from side & rear property line, Not allowed in the front yard setback.**

- ☐ New York State Workers Compensation – Forms: U-26.3, C-105 or exemption CE-200.
- ☐ Survey showing location with setbacks from property lines and dimensions of structure.
- ☐ Application notarized.
- ☐ Construction plans showing footing & framing specification.
- ☐ \$100 application fee + \$10 per thousand of construction cost building fee.