



TOWN OF AMENIA

BUILDING DEPARTMENT

4988 Route 22, AMENIA, NY 12501

TEL: 845-373-8860 x102 FAX: 845-373-9826

E-MAIL: Building@ameniany.gov WEB: www.ameniany.gov

ONE & TWO FAMILY DWELLINGS BUILDING PERMIT PACKAGE New Construction up to 3 Stories

1. BUILDING/ZONING PERMIT APPLICATION – The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the AGENT AUTHORIZATION FORM a legal instrument authorizing the applicant to sign and obtain the Building Permit.

2. CONSTRUCTION DRAWINGS – Submit plans (1 set printed and PDF emailed) and specifications bearing the signature of a Professional Engineer or Registered Architect, this includes Modular Homes, Manufactured Homes, alternate foundation systems, type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows, and doors, utility plan for electrical, mechanical and plumbing systems in compliance with the Residential Code of New York State 2020. See Design Criteria. The plans and specifications for a building permit shall provide sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code.

3. ENERGY EFFICIENCY COMPLIANCE – Written statement by a Professional Engineer on plans for compliance with mandatory provisions and submission of REScheck and Manual J&S.

4. CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA – Table R301.2(1)

Subject to Damage From

Ground Snow Load	Wind Speed (MPH)	Seismic Design Category	Weathering	Frost Line Depth	Termite	Ice Barrier Underlayment Requirement	Flood Hazards
40	115	B	Severe	42"	Moderate To Heavy	YES	5-2-2012

5.SITE PLAN – A survey of the land prepared by a New York State Licensed Land Surveyor, Professional Engineer, or Registered Architect showing the location of the proposed dwellings to be constructed in conformance with the Town of Amenia Zoning Law. Filed Map showing location of the driveway, water supply, sewage disposal system, soil ad erosion control measures during construction. Some projects may require Site Plan approval from the Planning Board.

6.SEWAGE DISPOSAL SYSTEM and POTABLE WATER SUPPLY – Contact Dutchess County Health Department and submit proof of well and septic approval (845) 486-3404.

7.DRIVEWAY PERMIT – Supply a copy of the Driveway Permit from one of the following agencies;

- A – State Highway – NYS Department of Transportation, Highway Maintenance Residential Engineer, Violet Avenue, Poughkeepsie NY 12601 (845)454-3390
- B – County Highway – Dutchess County Department of Public Works Office, 626 Dutchess Turnpike, Poughkeepsie NY 12603 (845)486-2900
- C – Town Road – Town of Amenia Highway Department, 8 Borden Lane, Wassaic NY 12592, (845)373-9922
- D – Private Road – Regulated by NYS Town Law 280a – submit approval for Access

8.SANITARY FACILITY – Toilet Facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker toilet facilities of the non-sewered type shall conform to ANSI Z4.3 Plumbing Code of NYS Section P311.1.

9.WORKERS' COMPENSATION and EMPLOYEE LIABILITY – Proof of insurance must be submitted from the contractor at the time of application. ACCORD FORMS are not acceptable as proof of Insurance.

- Contractors with the State Insurance Fund must submit form U26.3 and DB-120.1
- Contractors with Private Insurance must submit form C-105.2 and DB-155
- Contractors who are self-insured must submit form SI-12 or GSI-105.2 and DB-155
- Contractors who are exempt from Workers' Compensation must submit form CE-200
- An owner applying for the permit who occupies the residence may submit form BP-1 affidavit