



TOWN OF AMENIA

BUILDING DEPARTMENT

4988 Route 22, AMENIA, NY 12501

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ADDITIONS-ALTERATIONS-CONVERSIONS BUILDING PERMIT PACKAGE

1. BUILDING PERMIT APPLICATION – The applications must be completed and signed by the owner of the property or a letter from the owner authorizing the applicant to sign and obtain the Building Permit.

2. TYPE OF PROJECT

A) ADDITION – Extension or increase in area, height or equipment of a building.

- show existing spaces and proposed addition

- some additions may require approval from the Dutchess County Health Dept.

B) ALTERATION – any change, rearrangement or addition to a building, any modification in construction or in building equipment other than repairs

- Show existing spaces and proposed alterations

C) CONVERSION – A change of occupancy, use group, or fire hazard classification as defined in the Building Code or change in permitted use as defined by the Town of Amenia Zoning Law of a building or portion of a building.

- Identify existing and proposed use and location

3. CONSTRUCTION DRAWINGS – Need to submit drawings (1 printed & 1 PDF) of the proposed area to be repaired or renovated. A floor plan of each floor showing all doors, windows, walls, fire separations, stairs, dimension of rooms and buildings, kitchen and bathroom fixtures, label use of rooms, smoke detectors, and heating equipment. Show a section view of the wall construction and fire separation construction. Identify on the plans new and existing construction. Show type and location of heat producing equipment and R-Values for the walls, ceilings, floors, windows and doors.

4. SITE PLAN – All additions to buildings requires a site plan showing set backs from the property lines showing conformance to the Town of Amenia Zoning Law. Some projects may require site plan approval from the Town of Amenia Planning Board.

5. WORKMAN COMPENSATION – Proof of insurance needs to be submitted by the owner or General Contractor. Workers Compensation and Employee Liability – Proof of Insurance must be submitted from the contractor at the time of application. ACORD FORMS are not acceptable as proof of insurance.

- Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1

- Contractor with Private Insurance must submit form C-105.2 and DB-120.1

- Contractor who is 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