

Town of Hyde Park Building Department Checklist for Building Permits

- \_\_\_ Building Permit Application with complete plans and documents to satisfy Current Local Law and NYSBSC, Title 9, 19 NYCRR  
(Stamped and sealed drawings by N.Y.S. Licensed Design Professional)
- \_\_\_ \*\*Zoning Administrator's Approval (Based on the current Town of H.P. Fee Schedule)
- \_\_\_ Plot Plan (Copy of approved subdivision map or approved Site Plan)
- \_\_\_ \*\*Driveway Permit – Copy of Town, County or State
- \_\_\_ \*\* San 34 – to be signed and approved by D.C.B.O.H (New construction or any increase in # of bedrooms).
- \_\_\_ Proof of Insurance must be submitted at time of application submission. (To be provided by Applicant and or contractor/person doing the work. (Accord forms will not be accepted) (See Attached)
- \_\_\_ 911 Address Form to be submitted to Dutchess County Emergency Response
- \_\_\_ \*\*List of Testing Agencies - Soil Bearing Report, Concrete, steel, energy code testing, Commissioning Reports
- \_\_\_ \*\*Water Tap Permit (Copy of permit issued by DCWWA if located in District)
- \_\_\_ \*\*List of Electrical Inspectors (Final approval itemized list of electric devices, fixtures, wiring, panels, switches etc.)
- \_\_\_ \*\*Natural Gas Utility inspection form signed off by Central Hudson/Agent
- \_\_\_ \*\*L.P. Gas inspection form signed off by authorized agent. (for actual company installing product)
- \_\_\_ Inground pool fence plan (complete information to be provided by applicant) (including all safety hardware and alarms)
- \_\_\_ Energy Code Compliance (Manual J/S, Res/ Com Check)
- \_\_\_ Framing plans for deck (complete design information to be provided by applicant/)
- \_\_\_ \*\*Alarm System, sprinkler system, fire suppression equipment, pool alarms, smoke detectors/ Carbon Monoxide. (Sign off required)
- \_\_\_ Plans for new construction, additions, renovations, alterations or otherwise.  
To include manufactured truss plans if included in design. (Truss signage required)
- \_\_\_ Building Permit Fee (Based upon current Town of H.P. .1 Fee Schedule)
- \_\_\_ Mechanical Equipment, Commercial Cooking Solid Fuel Burning Device , Factory manufactured fireplace, HVAC Information/Spec Sheet . PV Panel system , Backup Generator.
- \_\_\_ \*\*Final C.O. request form (Application for Certificate of Occupancy) signed by Registered Design Professional responsible for project and clerk of the works.
- \_\_\_ Final Inspection fee based on type of construction. (Based on the current town of H.P. Fee Schedule)

**\*\*Many of the above shall be required inspections by others that shall be documented and records of final approvals prior to the issuance of Certificate of Occupancy.**

I have received the above listed information regarding proper submission of a Building Permit Application and understand what is needed for submission and final documents required for issuance of C.O and understand the requirement to contact the Building Dept. for necessary field inspections.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_