



Town of Wallkill Building Dept.
99 Tower Dr., Bldg. A
Middletown, NY 10941
845-692-7807
building@townofwallkill.com

Frank Leva, Building Inspector

New Commercial Building application

NY State Design Professional- *one set signed/wet seal paper plans and one full signed/wet-sealed set of plans pdf on thumb drive or email*

The Design Professional shall **note on the plans** have been drawn in compliance with all below:

Applicable sections of the following codes:

- Title 19 (19NYCRR)
- Uniform Fire Prevention and Building Code (Uniform Code)
- State Energy Conservation Construction Code (Energy Code)

The Design Professional is also required to certify his design statements by noting specific Code sections and noting on the plans the requirements of the Section with noted associated table.

Final accepted copies of paper plans will be given to back to applicant and need to be kept on site for easy reference during construction

Required NYS Worker's Comp insurance:

GENERAL CONTRACTOR named on this application needs provide NY State Workers' Compensation Certificate form **C-105.2** or **U-26.3 certificate** made out to the Town of Wallkill. Self-employed contractors can obtain and submit an **exemption** form issued by NYS Workers' Comp. Board from website: www.wcb.ny.gov

Orange County licensed electrician-provide name, license # and expiration date on application. Provide copy of Orange Co. electrician license with the application.

General contractors or Project Teams -are to nominate **ONE** person of contact for inspection email requests. This **one** contact person will relay project information to the rest of their project team.

Please note: No work can start without a building permit issued and No Building shall be used or occupied until a certificate of occupancy is issued

Commercial Building Dept. permit fees *may* include:

Plan Review fees; Building Permit construction application fee; water tap in & meter fees; sewer tap in fee; Driveway permit application and inspection fees; Street opening permits fees and bonds; Certificate of Occupancy/Compliance fee and Town of Wallkill electrical inspector fee.

The Town of Wallkill Building Department may require a plan review for compliance with:

Applicable sections of the following codes:

-Title 19 (19NYCRR);

-Uniform Fire Prevention and Building Code (Uniform Code)

-State Energy Conservation Construction Code (Energy Code)

to be performed by a Town consultant that is a NY State licensed architect or engineer.

- 1.) The Building Permit **application fee does NOT include the plan review consultant fees.** The Town's licensed professional plan review consultant *may* deem that a conference is necessary with applicant *and* your NY State licensed design professional. The fees for the Town of Wallkill NY State licensed architect or engineer plan review and/or conference range from \$95 to \$135 per hour.
- 2.) The Commercial Building Permit application fee:
 - a. New Commercial Buildings or Addition to existing Commercial Buildings:
\$.50 sq. ft. for the first 100,000 sq. ft. plus \$.40 sq. ft. over 100,000 sq. ft.
 - b. Alterations to existing Commercial Building:
\$.45 sq. ft. (minimum fee subtotal=\$100)
OR
(subject to **Building Inspector's approval**) - 1% of the total estimated cost of construction
 - c. Certificate of Occupancy/Compliance fee = \$50 for ALL Commercial Building Permits.
 - d. Water tap in permit and water meter, Sewer tap in permit, Driveway permits, and Street Open permits/bonds and utility application fees are **additional fees** to the permit fee for the structure.
- 3.) Applicant must use a Town of Wallkill approved electrical inspector, the list of approved inspectors is included when your permit is issued. The electrical inspection fees are *additional* to the permit application fee. Payment is arranged with your electrical inspector from the Town's approved list.

Town of Wallkill Building Dept. **does accept in person** credit/debit card *swipe payment* for any application and fire inspection fees, there is a **2.5% service** charge. Please make checks payable to: Town of Wallkill. There is a \$25 fee for returned checks.

Permit Application No. _____ PERMIT NO. _____ Section ____ Block _____ Lot _____

Date examined _____ Date Approved _____ Date Disapproved _____

Applicant Name (Owner, Builder, Agent, _____ Email: _____
(circle one)

Property Owner's Name _____ Email: _____

Mailing Address & Phone contact: _____

Location of Project (Street, Road) _____

Existing Use _____ Intended Use _____

Water District Yes or No _____ Type of Building Occupancy _____
(circle one)

Permit Type (New, Addition, Alterations, Other) _____

Total Sq. footage of Entire Bldg _____ Acreage _____

NEW//ADDITION Construction--Total Sq. Feet _____ X \$0.50 = _____ = Subtotal Permit Fee*
(\$0.50 for first 100,000 sq. ft. and \$0.40 over 100,000 sq. ft) * (min. subtotal fee = \$100)

*****OR*****

ALTERATIONS to existing building—Total Sq. Feet _____ X \$0.45 _____ = Subtotal Permit Fee*
* (min. subtotal fee = \$100)

Subtotal Fee \$ _____ + Certificate of Occupancy Fee = **\$50** = Total Fee \$ _____

COST OF CONSTRUCTION: _____

LOT SIZE:

Front _____ Rear _____ Depth _____ Front Yard _____ Rear Yard _____

Side Yards _____ CORNER LOT (Y/N) ___ **ZONE** IN WHICH PREMISES ARE LOCATED _____

Architect/Engineer Name _____ Phone Number _____

Address: _____ Email: _____

General Contractor Name _____ Phone Number _____

Address: _____ Email: _____

Electrical Contractor: _____ Orange Co. Elec. License # _____ Expiration Date: _____

Approved Electrical Inspectors:

TOW Approved Electrical Inspectors

John Wierl------(845) 343-6934
Joe Swanson------(845) 496-4443
Ernie Bello------(845) 569-1759
Frank Schmaus------(845) 800-6909
John Taylor------(845) 597-5072
Jerry Caliendo------(845) 294-7695
John Hamilton------(845) 459-0708
Manny Zervakis -----(845) 233-6711

Application # _____ Section _____ Block _____ Lot _____

**TOWN OF WALLKILL
COUNTY OF ORANGE
OFFICE OF THE BUILDING INSPECTOR**

AFFIDAVIT OF PROPERTY OWNER

Premises _____

_____ Being duly sworn, deposes and says that he/she is
(Name of Property Owner)

the owner above named.

He/She is the **OWNER** and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specification filed therewith.

Deponent alleges that 1) the provisions of the Worker's Compensation Law does not apply in this case in that he/she will do all required work on the premises and will imply no labor thereat, OR 2) owner alleges that contractor performing work, will provide required NYS Worker's Compensation Insurance wherefore, deponent requests approval of said plan and application and issuance of a PERMIT to commence work.

Signed _____
(Signature of Property Owner or Agent)

(Printed name and Title)

Sworn to before me this

_____ day of _____ 20_____

Notary Public

INSPECTIONS *vary* for project scope

Email: inspectionrequest@townofwallkill.com

provide your bp# in subject line

Email received by **3pm** will be scheduled for the next business day

Request *type of inspection* and *morning* 9a-12noon or *afternoon* 1p-330p—**time window = 2-3 hours**

Please note-your project **may** require *additional or fewer* than listed below:

BEFORE requesting certain inspections email ALL *applicable special inspection reports* for your project including soils, compaction, concrete, rebar, steel, welds, bolts, bracing, etc to: fleva@townofwallkill.com AND building@townofwallkill.com

1. Pre-construction meeting –with assigned site inspector and Building Inspector
2. Footings (formed to base of footing on undisturbed soil) and Sp. Inspection reports
3. Foundation walls forms and rebar (if applicable) before pour and report
4. Under slab plumbing (if applicable)
5. Slab before pour inspection and special inspection report
- 6.. Water and Sewer Laterals—(if applicable)
7. Footing drains (free-flow on drains run to daylight to be inspected before grading).
8. Waterproofing before backfill
9. Sill plates and anchors placement
10. Roof and Wall Sheathing and Ice/Water Shield
11. Rough Plumbing (tests on water and waste) and rough gas piping
12. Rough Electrical (before wall enclosure).
13. Rough Framing and all penetrations (fire stop) or Steel and special inspection reports (if applicable)
14. Insulation
15. Above Ceiling before close
16. Sheetrock BEFORE taping
17. Final plumbing and vent/final gas piping
18. Final Electrical Inspection for building and fire alarm –email from TOW Electrical Inspector
19. System certifications–fire alarm NFPA72, Sprinkler certification submitted for review by Fire Inspector
20. Fire Alarm, Sprinkler System and CO Detection System **tests performed by your alarm agencies** for the Fire Inspector

Inspections are 9am - 3 pm.
*If you are NOT ready—there will be a **\$75 re-inspection fee** payable to Town of Wallkill **BEFORE** you may request another inspection.
* **Please be ready** *

****Any documents required below can be submitted by EMAIL****

FINAL INSPECTION REQUIREMENTS PRIOR TO C/O INSPECTION:

- a. Final Water inspection and Final Street Opening Inspection, Final Driveway Inspection
- b. Final Paperwork-Affidavits of Architect, Engineer and Gen Contractor, & Final Cost signed/sealed and notarized
- c. All special inspection reports, balance report, ADA compliance submitted and reviewed/approved
- d. All Planning Bd. fees paid, final site maps signed, final site inspection letter sent to Building Inspector

21. Final Certificate of Occupancy Building Inspection

Architect/Engineer Final Affidavit

If your project has an architect and engineer both affidavits required

(To be filed upon completion of work)

****Please do NOT alter this affidavit****

PERMIT # BP- _____ Section _____ Block _____ Lot _____

**TOWN OF WALLKILL
COUNTY OF ORANGE
OFFICE OF THE BUILDING INSPECTOR
AFFIDAVIT OF ARCHITECT//ENGINEER**

I, _____, Licensed Architect or Engineer who prepared the plans and observed and inspected the work for which a Certificate of Occupancy is being sought, hereby certifies that the building constructed under Town of Wallkill BP - _____ has been constructed as per plans and specifications accepted for the Building Permit, and that all work and materials meet the standards and specifications for which they were designed and that the building is safe for human occupancy.

This affidavit shall be stamped and signed by the signing Architect or Engineer.

ARCHITECT _____

ENGINEER _____

SEAL:

Sworn to me before this

_____ day of _____, 20__

Notary Public

Final Paperwork -To be submitted upon completion of work

PERMIT # _____ Section _____ Block _____ Lot _____

**TOWN OF WALLKILL
COUNTY OF ORANGE
OFFICE OF THE BUILDING INSPECTOR
AFFIDAVIT OF SUPERINTENDENT**

I, _____, the person observed the work for which a Certificate of Occupancy is being sought, hereby certifies that the building constructed under Town of Wallkill Building Permit Number BP-_____ has been constructed as per plans and specifications accepted for the Building Permit, and that all work and materials meet the standards and specifications for which they were designed and that the building is safe for human occupancy.

Signed _____
Superintendent (General Contractor)

Sworn to me before this

_____ day of _____, 20__

Notary Public

Final Paperwork -To be submitted upon completion of work

PERMIT # _____ Section _____ Block _____ Lot _____

**TOWN OF WALLKILL
COUNTY OF ORANGE
OFFICE OF THE BUILDING INSPECTOR
AFFIDAVIT OF FINAL COST OF CONSTRUCTION**

I, _____ being duly sworn, depose and say he/she is the applicant/agent named in the Building Permit dated _____, 20__ relating to construction or other work having been performed in the Town of Wallkill.

Filed Cost of Construction \$ _____

Final Cost of Construction \$ _____

Permit Fee Paid \$ _____

Additional Fee Due \$ _____

(Costs for the work described in the application for building permit include the cost of all the construction and other work done in connection therewith, exclusive of the cost of land. If the final cost is less than the estimated cost on the application, there will be no portions refunded. If the final cost exceeds initial estimated, additional fees may apply)



Michael Aumick
Highway Supervisor

Office: (845) 361-1106
Fax: (845) 361-3801
Email: highway@townofwallkill.com

DRIVEWAY PERMIT – Fee \$85.00

Permit Number _____ Section _____ Block _____ Lot _____

Application is hereby made to enter the Town of Wallkill road system.

APPLICANT: _____
Applicant’s mailing address: _____
Phone Number: _____ Email: _____

CONTRACTOR: _____
Contractor’s mailing address: _____
Phone Number: _____ Email: _____

Location: ADDRESS # and NAME OF STREET of proposed new driveway:

Nearby reference marker (i.e., Power Pole Number): _____

I hereby agree to conform to the Town of Wallkill Town Code and to all conditions and restrictions forming a part of this permit and to restore to its original condition, any portion of the road disturbed.

Signature of Applicant Date

Authorized to Proceed Date

Final Inspection Date

This permit is granted subject to the following conditions:

1. Prior to proceeding, stake out driveway and post Building Permit Number. Contact the Highway Department at (845)361-1106 for on-site inspection and instructions as to Town of Wallkill specifications. Items of typical concern are adequate sight distance, 10 foot minimum distance from adjacent property line, compliance with approved subdivision plans; adequate roadside drainage provisions and verification that surface runoff will not enter the street.
2. Driveway must have final inspection and approval before a Certificate of Occupancy inspection is done by the Building Inspector.
3. If the onset of winter weather prevents the driveway from being finished the Applicant may escrow with the Town a deposit in the form of a Bank Check to insure completion of the remaining work. If the work is not completed within 6 months of occupancy the Town reserves the right to perform the outstanding work and retain all or a portion of the monies deposited to offset the cost of doing so. The deposit schedule is as follows:

a. Residential Rural (no curbs)	\$1,500.00
b. Residential Suburban (curbs)	\$2,500.00
c. Commercial	\$2,500.00 per lane
4. If driveways are relocated in subdivisions where curb cuts have already been provided, these abandoned curb cuts shall be filled in or replaced by the Applicant as directed by the Highway Department.
5. If the driveway enters on a County or State road, obtain necessary permits from County or State
6. Lots that do not have legal frontage on a dedicated Town highway will not be approved.



Town of Wallkill

Water & Sewer Department

Office: (845) 342-1668

watersewer@townofwallkill.com

Tim Grogan
Superintendent



WATER METER INSTALLATION

Effective immediately all water meters shall be installed to the following specifications:

- I. A Ball valve shall be installed immediately after the entry of the water service pipe into the building.
- II. Where Water Pressure within a building exceeds 80 psi static, an approved water-pressure reducing valve conforming to ASSE 1003 with strainer shall be installed to reduce the pressure in the building water distribution piping to 80 psi static or less.
- III. Where Water Pressure within a building is less than 40 psi static, an approved Water Pressure Booster System must be installed to maintain a minimum of 40 psi static, but not to exceed 80 psi static.
- IV. Appropriate meter supplied by The Town of Wallkill shall be installed. Meter **must** be purchased from The Town of Wallkill Water Department.
- V. A double check valve (watts No. 7 or equal) must be installed downstream from meter.
- VI. Services over 1" will be installed with the proper backflow prevention device as per Town Code section 242-10.
- VII. A pressure relief valve set at 150 pounds must be installed downstream from check valve.
- VIII. Install expansion absorber (Amtrol ST-5, ST-12 or equal) downstream from relief valve.
- IX. Install Ball valve equal to the size of the service line downstream from expansion tank.

Please give this sheet to the plumber.

Water Permit

Permit Number _____ Section _____ Block _____ Lot _____

The applicant hereby applies for a permit to make water connection at the property located at _____
_____ in the water district and agrees to comply with all applicable ordinances, local laws, rules
and regulations.

Property Owner's Name & Address: _____

Property Owner's phone# and email address: _____

*****Name, phone and email contact** for party responsible for *paying the water/sewer invoices*:

Contractor's Name: _____

Contractor's cell # and email address: _____

Meter Size you are requesting: _____

Class 1 Standard 3/4"	Fee \$ 302.17
Class 2 Larger than Standard	\$ call (845) 342-1668 for price
Tap in Fee	Fee \$250.00
Out of District	Fee \$500.00

Meter # _____

R/O # _____

Signature of Applicant

ALL WATER HOOK UPS MUST BE INSPECTED AND APPROVED BEFORE BACKFILLING

COMPLETION CERTIFICATION

I, _____, do Hereby certify that the connection of the public water
(Owner or Contractor)
main, pursuant to above application and permit, was completed _____ all in
(Date)
accordance with the specifications and regulations of the Town of Wallkill local Law.

Dated: _____

Owner/Contractor

Completion Approved:

Town of Wallkill Water Dept.

OFFICE USE ONLY

Permit is hereby granted for making public water connection in accordance with above application.

Fee \$ _____

Paid (Y/N) _____

Water Districts _____

Units _____

Date: _____

Town of Wallkill

SEWER PERMIT

Permit _____ Section _____ Block _____ Lot _____

The applicant hereby applies for a permit to make sewer connection at the property located at:
_____ in the sewer district

and agrees to comply with all applicable ordinances, local laws, rules and regulations.

**All connections must meet the regulations contained in Local Law #1 of 1965.

**All sewer connections must be inspected before backfilling or they will be in violation.

Owner's Name: _____

Address: _____

Contractor's Name: _____

Address: _____

Tap In FEE: \$250 + \$35 appl fee

Applicant's Signature

Completion Certification

I, _____, do hereby certify that the connection to the public
(Owner or Contractor)
sewer main, pursuant to above application and permit, was completed _____ all in
(date)
accordance with the specifications and regulations of the Town of Wallkill Local Law.

Dated: _____
Owner or Contractor Signature

Completion Approval: _____
(Town of Wallkill Official)

For Office Use Only:

Permit is hereby granted for making public water connection in accordance with above application.

Fee: \$	Paid (Y/N)
Water District:	Units:
Date:	TOW:

The undersigned _____, hereby represent himself to be the person for whom the intended work is to be done, or the duly authorized agent thereof, hereby applies for the permit to make street opening and agrees to comply with the Ordinance Regulating Street Opening and all Ordinance Laws, Rules and Regulations applying herein, and agrees to defend, indemnity and save harmless to the Town of Wallkill from any and all claims arising from or as result of the intended work.

Property Owner Name: _____ Phone contact: _____

Owner's Mailing Address: _____ Email: _____

Contractor Name: _____ Cell Phone: _____

Contractor Insurance Co.: _____ Policy and Exp: _____

Address of Street Opening: _____

Nearest Street of Opening: _____

Reason for Requested Street Opening: _____

Estimated Size of Excavation: _____

Feet Long x: _____ Feet Wide x: _____ Feet Deep: _____

Permit Requirements

- 1) Contact DIG SAFELY **before you dig** for marking underground utilities. Call 8-1-1 or 1-800-962-7962 www.DigSafelyNewYork.com
- 2) Contact Highway Department (845) 361-1106 prior to opening the street to schedule an inspection.
- 3) Refer to Town of Wallkill Code Section 242 Attachment 1 – “Detail Drawings” for typical construction details.
- 4) Water & Sewer Department (845) 342-1668 must inspect any new water or sewer laterals before they are backfilled
- 5) Failure to follow these permit requirements may result in the forfeiture of deposit.

Printed Name of Applicant

Signature of Applicant

OFFICE USE ONLY:

Insurance Company:	\$35 application fee-non-refundable
Policy Number:	\$50 non-refundable for each cut inspection fees
TOW initials:	Amount of Deposit Received:

Final Street Opening Inspection

Date

2020 May street opening