

# **REQUIREMENTS FOR A BUILDING PERMIT**

The following items are required to be submitted with an application for a Building Permit:

1. Building Permit Application
2. Plot Plan (Survey) drawn to scale with existing and proposed structures, illustrating setback distances from property lines, wetlands, flood plans, etc.
3. Statement of use (for land and structures)
4. Description of proposed work
5. 3 (three) sets of Plans (stamped by a licensed Architect or Engineer as per State Education Law Section 7209)
6. Dutchess County Department of Health approval for well and septic (if applicable)
7. Certificate of Insurance naming the Municipality (Village of Red Hook) as additional insured
8. Energy Code Worksheet or Certification of Compliance by licensed professional
9. Letter of Authorization for anyone signing an application other than the property owner
10. Building Permit Fee
11. Proof of Workman's Compensation, Disability and Liability Insurance

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**NO WORK MAY COMMENCE BEFORE A BUILDING PERMIT HAS BEEN ISSUED.**

**TO USE AND OCCUPY THE PREMISES, THE APPLICANT MUST APPLY FOR A CERTIFICATE OF OCCUPANCY/COMPLIANCE.**

**BUILDING PERMITS EXPIRE SIX (6) MONTHS FROM DATE OF ISSUE. THE PERMIT MUST BE RENEWED IF THE WORK IS NOT COMPLETE.**