

**TOWN OF POUGHKEEPSIE  
SINGLE FAMILY RESIDENTIAL RENOVATION  
PLAN SUBMITTAL REQUIREMENTS**

Name of Applicant \_\_\_\_\_  
 Building Address or Lot # \_\_\_\_\_

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the items has been checked by you, submit the form with your application, application fee, and two (2) sets of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE REVIEWED UNTIL THE SUBMITTAL IS COMPLETE.

Applicable Codes: 2016 Uniform Code Supplement, International Residential Code, and 2016 Supplement to/and the NYS Energy Conservation Construction Code 2016 and NFPA/NEC

Ground Snow Load	Wind	Seismic Design Category	Subject to Damage From				Winter Design Temp	Ice shield underlayment required	Flood Hazards
	Speed (mph)		Weathering	Frost line depth	Termite	Decay			
40	90	B	Severe	42"	Moderate to Heavy	Slight to Moderate	2	yes	Adopted 7/18/90 Current FIRM 5/2/12

**BUILDING PERMIT APPLICATION**

- \_\_\_ Application must be fully completed
- \_\_\_ Must be signed by owner or submitted with a letter of agency

**SITE PLAN (required if attached garage is to be removed or renovated to other use)**

- \_\_\_ North arrow
- \_\_\_ Lot dimensions--all sides    \_\_\_ Size and location of any easements or right-of-ways
- \_\_\_ Names and locations of all adjacent streets    \_\_\_ Locations of proposed and existing structures
- \_\_\_ Setback dimensions--front, rear, and all sides
- \_\_\_ Outside building dimensions and distances between buildings on building site
- \_\_\_ Driveways, exterior stairs, landings, patios, and decks
- \_\_\_ Location, type, and elevation of any retaining walls

**BUILDING PLANS (two complete sets required)**

- \_\_\_ Cross sections drawn SPECIFICALLY for this structure with materials to be used.
- \_\_\_ Floor plan layouts and use of all rooms including basement (include future uses)
- \_\_\_ Complete dimensions of all rooms, decks, porches, landings, stairs, cantilevers, bearing walls, and column locations
- \_\_\_ Ceiling heights all levels
- \_\_\_ Sizes and types of doors and windows (showing required safety glazing)
- \_\_\_ Light, ventilation and egress calculations and requirements for all rooms
- \_\_\_ Window well dimensions for emergency escape windows below grade
- \_\_\_ Fire separation between house and garage    \_\_\_ Guardrail height and pattern
- \_\_\_ Stairway landings, rise, run, handrail, and headroom heights for interior and exterior stairs
- \_\_\_ Building elevations with finish grade line on all sides(exterior views)

- Attic and crawl space ventilation and access
- Typical footing size, depth, and reinforcement
- Foundation wall height, thickness, and reinforcement
- Foundation sill and anchor bolts
- Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish, and masonry veneer
- Floor sheathing
- Solid blocking
- Roofing material and sheathing
- Framing details
- Grade and species of lumber
- Size and material of all beams, headers, and columns
- Rafter size, spacing, spans, and ties and/or truss layout
- Joist size, spacing, and spans(engineered joists, beams, etc. must be specifically noted by manufacturer and model)

**ELECTRICAL DETAILS (a separate electrical permit will be require)**

- All light and fan locations
- GCFI's indicated
- Smoke detector locations

***note:*** In any renovation smoke detectors must be installed as per the following:

§RR317.1.1 Alterations, repairs, additions and conversions. When interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

1. Smoke alarms in existing areas shall not be required to be interconnected and hardwired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.

**PLUMBING DETAILS (a separate plumbing permit will be required)**

- Location of all plumbing fixtures including layout for future fixtures
- Floor drains, water heater, clothes washer and dryer locations

**MECHANICAL DETAILS (a separate heating permit will be required)**

- Furnace location
- Combustion air location
- \*  Mechanical sizing information-use attached form

**ENERGY CODE ANALYSIS**

- \*  See Chapter 11 of NYS Residential Code

**DEPARTMENT APPROVALS**

- Dutchess County Health Department (if number of bedrooms is increased)
- Zoning Department (if site plan required)

NYS Codes are available online at --- <http://publicecodes.citation.com/st/ny/st/index.htm>

**Town of Poughkeepsie  
Single Family Home  
Renovation  
Building Permit Application**

**Received:**

**Permit #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: _____ Phone: (H) _____ (W) _____
Address: Street: _____ City: _____ State: _____ Zip: _____

Builders Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*1) Attach Contractors workman comp. CI05.2 or U26.3 or certificate of exempt and Disability DB 120.1*

Arch/Eng Name: _____ Phone: _____
Address: Street: _____ City: _____ State: _____ Zip: _____

Electrician : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrical Inspection Agency \_\_\_\_\_ *(Attach Agency Application Form)*

Licensed Heating Contractor: _____ Phone: _____
Address: Street: _____ City: _____ State: _____ Zip: _____

Licensed Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fire Alarm Installer: _____ Phone: _____
Address: Street: _____ City: _____ State: _____ Zip: _____

*\*Separate permits are required for plumbing, heating, electrical and fire alarm installations \**

Project Description: \_\_\_\_\_

Information below is proposed after renovation:

Square Footage of living area including basement: \_\_\_\_\_ Square Footage of Attached Garages: \_\_\_\_\_

Square Footage of attached decks: \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_

Height of Building : \_\_\_\_\_ ft. Stories: \_\_\_\_\_ Percent Lot Coverage: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

No. of Bedrooms Before Renovation: \_\_\_\_\_ No. of Bedrooms After Renovation: \_\_\_\_\_

*Any increase in the number of bedrooms will require an approval letter from the Dutchess County Health Dept.*

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: \_\_\_\_\_ *(attach letter of agency)*

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application fee:	75.00
Estimated Cost = _____ sq. ft. X .25 per sq. feet = _____	
Other fees: _____ = _____	
Receipt # _____	Total Fee _____