

BUILDING SAFETY & ZONING ENFORCEMENT

APPLICATION FOR A BUILDING PERMIT



NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT; PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

PART 1: GENERAL INFORMATION

1. Project Location and Information

Number and Street Address: _____
 Tax Map Number: _____
 Current use of the property / Building: _____
 Proposed use of the property / Building: _____

2. Owner Identification

Applicants Name: _____ Relationship to Owner: _____
 Owners Name: _____
 Address of Owner: _____
 City, State, Zip: _____
 Phone - Owner: () _____ - _____ Applicant: () _____ - _____ Email _____

3. Type of Construction or Improvement

New Building — Proposed use is _____

Conversion — Current use is _____ Proposed use is _____

Addition	Alteration	Repair / Replacement
Relocation	Demolition	Miscellaneous Structure or Equipment

4. Description of Project: _____

5. Estimated Project Cost:

Contractors estimate for the work to be performed: \$ _____
 If the work is to be performed by the homeowner: \$ _____

PART 2: DESIGNERS AND CONTRACTORS

- 1. Architect/Engineer:** Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
- 2. General Contractor:** Name: _____
 Phone Number: _____
- 3. Licensed Electrical Contractor:** Name: _____
 Phone Number: _____ License #: _____ Permit # _____
- 4. Licensed Plumbing Contractor:** Name: _____
 Phone Number: _____ License #: _____ Permit # _____
- 5. HVAC Contractor:** Name: _____
 Phone Number: _____
- 6. _____ Contractor:** Name: _____

PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. **Addition will be used as:** _____
7. **Basement:** Full; Partial; Crawl; Pier; Slab
1. **Garage:** Attached; Detached
2. **Deck/Porch:** Open; Covered; Enclosed; Screened; Other
3. **Utilities:** Electric; Gas; Other

PART 4: IMPORTANT NOTICES: READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Building Safety & Zoning Enforcement and must conform to the New York State Uniform Fire Prevention and Building Code, the Charter of the City of Kingston, and all other applicable codes, rules or regulations. The Owner/Occupant and/or Contractor is responsible for the removal of all construction and/or demolition debris from the jobsite. Contact the City of Kingston Department of Public Works at (845) 331-0682 during office hours.
2. It is the owner's responsibility to contact Building Safety & Zoning Enforcement at (845) 331-1217 (Mon. thru Fri. 8:30 a.m. to 4:30 p.m.) at least 24 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
3. OWNER HEREBY AGREES TO ALLOW BUILDING SAFETY & ZONING ENFORCEMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with Building Safety & Zoning Enforcement. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
8. The building permit card must be prominently displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) _____ Date: _____

DO NOT WRITE BELOW THIS LINE — OFFICIAL USE ONLY

APPROVALS: Zoning Board _____ Planning Board _____
 Historic Landmarks _____ Heritage Area _____
 Code Review _____ Other _____

SEQRA: Type I _____ Type II _____ Unlisted _____

PERMIT FEE: Negative Declaration _____ Positive Declaration _____ Lead Agency _____
 Base Fee \$ _____ + SQ. FT. _____ X _____ / SQ.FT. = \$ _____ Total Fee

REVIEWED BY: _____ TITLE: _____ DATE: _____

CITY OF KINGSTON
Building Safety and Zoning Enforcement
buildings@kingston-ny.gov

Steven T. Noble, Mayor
Stephan Knox, Director



PLEASE PROVIDE THE FOLLOWING TO OBTAIN A BUILDING PERMIT

- A complete Building Permit Application (front and back of application, signed)
- Copy of Homeowners Insurance (BP-1 link: [BP-1.pdf](#))
(Declaration page with policy dates - can be faxed (845-331-1224))
- If work is being done by the homeowner then the Workers Compensation waiver form needs to be completed
(link: <https://www.businessexpress.ny.gov/app/answers/cms/id/2263/kw/CE>)
- Contractors must provide Workers Compensation AND liability insurance certificate naming the City of Kingston as **ADDITIONALLY INSURED**.
- Detailed plans of work being done with dimensions (floor plans, sections, elevations, foundation plans, etc)
- Planning Board, Zoning Board of Appeals, Heritage Area Commission or Historic Review Commission written approval if applicable
- Plot plan or site plan (see sample)
- Projects with a total cost meeting or exceeding \$20,000 must submit drawings stamped by a licensed NYS design professional
- Brochure of any accessory structure (sheds, pools, etc.)

**PLEASE BE ADVISED THAT A \$250.00 FEE WILL BE IMPOSED FOR
ANYONE DOING WORK WITHOUT A PERMIT**



PERMIT LETTER OF AUTHORIZATION

I _____ do hereby grant permission
(Owners Name)

to _____ to act as my agent in all aspects in order to
(Agents Name)

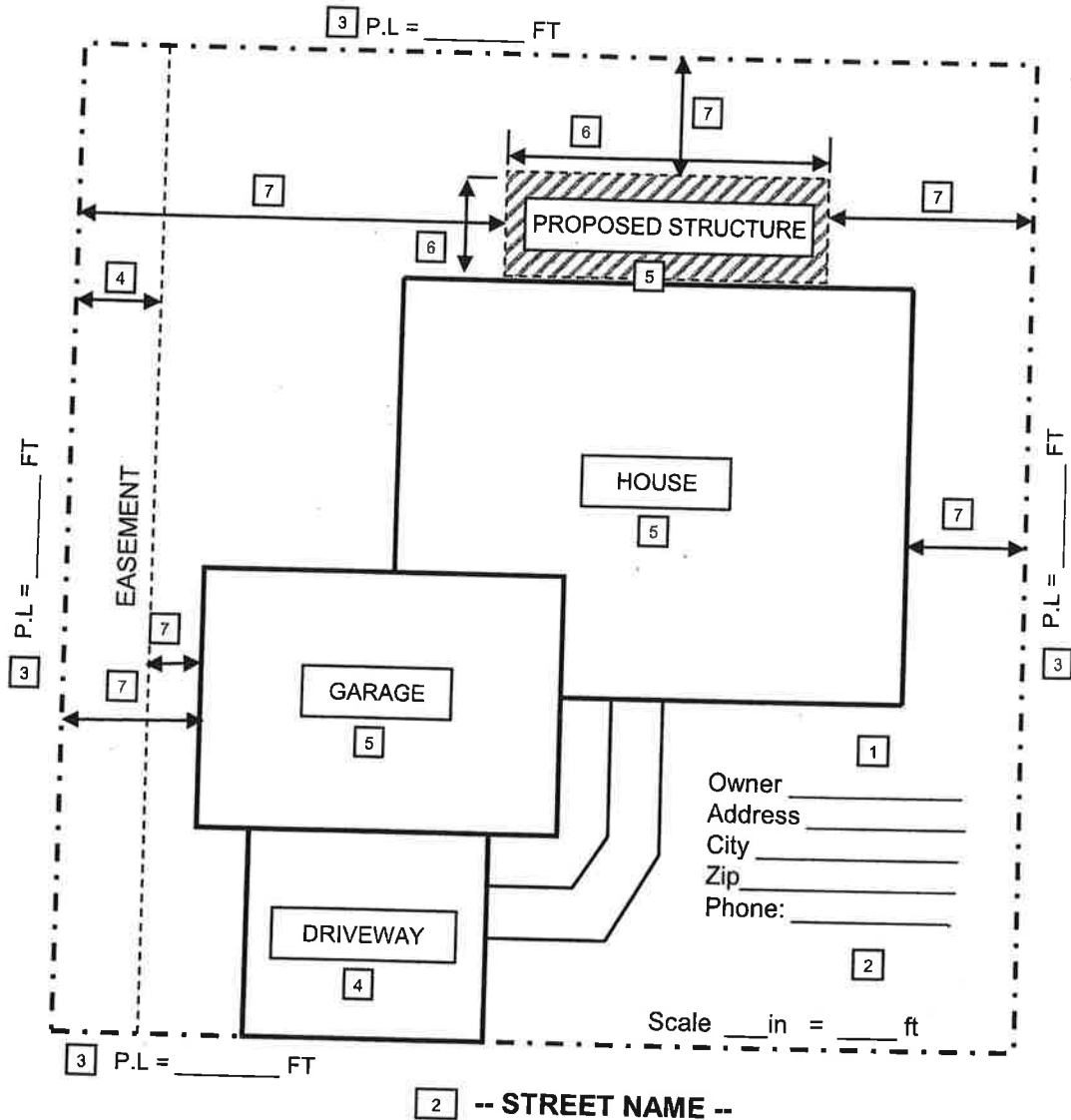
obtain a building/electric/plumbing permit from the City Of Kingston for property located at

(Address)

This will allow my agent to answer any and all questions on my behalf and to sign any and all documents for me; however, I accept full responsibility to ensure that my project meets all zoning and building code compliance.

(Owner's Signature)

(Date)



INSTRUCTIONS: Use this as an **example** to draw your own plot plan on a separate piece of paper. The following information is to be listed on your plot plan.

- 1 Owner's name and address.
- 2 Show relationship of property to street and scale size of plan.
- 3 Show and dimension all property lines.
- 4 Show and dimension all easements and driveways.
- 5 Show locations of existing and proposed structures.
- 6 Show dimensions of proposed structures.
- 7 Show setbacks from property lines to proposed structure.