

TOWN OF WAPPINGER



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

POOL APPLICATION FEE: \$250

GRADING PERMIT: \$350 MIN.

TOTAL FEES: \$600 MIN.

BUILDING PERMIT APPLICATION

In Ground Swimming Pool

****Any vessel that holds more than 24 inches of water must have a permit per NYS Building Code Section 3109. This includes pop-up and inflatable pools!!!!****

****NO MATERIAL FOR STRUCTURES CAN BE INSTALLED, CONSTRUCTED OR DELIVERED UNTIL BUILDING PERMIT IS APPROVED, ISSUED AND RECEIVED.****

***** THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION *****

Please provide:

1. Deed to property
2. **Survey of property. Proposed and final surveys with proposed grading by a Professional Engineer will be required to be submitted. (see grading permit application attached)**
3. **Elevations must be shown on surveys into neighboring properties for a minimum of 25 feet.**
4. Brochure of Pool provided by manufacturer
5. Specification of Pump and Filter provided by manufacturer
6. Specifications and plans for pool enclosure/fence
7. Plot Plan Sheet provided must be filled out showing all sizes and setbacks of structure and other structures on the property

STRUCTURE MUST MEET REQUIRED SETBACKS. PLEASE CHECK WITH BUILDING DEPARTMENT PRIOR TO SUBMITTING APPLICATION.

ALL POOLS REQUIRE:

1. **POOL ALARM & CERTIFICATION (Form enclosed)**
2. **INSPECTION BY TOWN OF WAPPINGER BUILDING INSPECTOR**
3. **AN ELECTRICAL INSPECTION:**

NOTE: ALL ELECTRICAL WORK TO BE INSPECTED. USE ATTACHED LIST OF THIRD PARTY INSPECTORS.

NO POOL TO BE USED UNTIL FINAL INSPECTION BY TOWN BUILDING INSPECTOR AND CERTIFICATE OF COMPLIANCE ISSUED!

****ALL FEES ARE NON-REFUNDABLE****

BUILDING DEPARTMENT

20 MIDDLEBUSH ROAD

WAPPINGERS FALLS, NY 12590

(845) 297-6256

Fax (845) 297-0579

REQUIREMENTS

FOR ALL BUILDING PERMIT APPLICATIONS

- ☐ APPLICATIONS MUST BE COMPLETELY FILLED OUT AND SIGNED
- ☐ OWNERS SIGNATURE AND/OR OWNERS CONSENT FORM REQUIRED
- ☐ PLOT PLANS MUST BE FILLED OUT COMPLETELY AND SIGNED
- ☐ APPLICATION FEE MUST ACCOMPANY APPLICATION
- ☐ SURVEY OF PROPERTY REQUIRED
- ☐ INSURANCE REQUIRED (WORKERS COMP. AND DISABILITY OR HOME OWNERS WAIVER)

The Town of Wappinger requires proof of Workers' Compensation (C105 or 26.3) and Disability (DB120) insurance. The town must be listed as certificate holder. The Certificate of Attestation of Exemption, Form CE-200, may only be completed by homeowners doing their own work, entities with no employees and/or out-of-state entities obtaining a contract or license in which all the work is being performed outside of New York State. A new CE-200 is required for each project with the project address listed on the certificate.

WE DO NOT ACCEPT THE ACCORD FORM AS PROOF OF INSURANCE

- ☐ ANY NEWLY PURCHASED PROPERTIES MUST ATTACH THE RECORDING PAGE FROM THE DUTCHESS COUNTY CLERK

****IF APPLICATION IS NOT LEGIBLE IT WILL NOT BE***

ACCEPTED *APPLICATIONS CAN ONLY BE PROCESSED ONCE ALL REQUIRED

ITEMS ARE RECEIVED*

TOWN OF WAPPINGER BUILDING DEPARTMENT

20 Middlebush Road, Wappingers Falls, N.Y. 12590

telephone: 845-297-6256 fax: 845-297-0579

APPLICATION FOR BUILDING PERMIT

APPLICATION TYPE: ☐ Residential **ZONE:** _____ **DATE:** _____
☐ New Construction ☐ Commercial **APPL #:** _____ **PERMIT #** _____
☐ Renovation/Alteration ☐ Multiple Dwelling **GRID:** _____

APPLICANT NAME: _____

ADDRESS: _____

TEL #: _____ **CELL:** _____ **FAX #:** _____ **E-MAIL:** _____

NAME OWNER OF BUILDING/LAND: _____

***PROJECT SITE ADDRESS*:** _____

MAILING ADDRESS: _____

TEL #: _____ **CELL:** _____ **FAX #:** _____ **E-MAIL:** _____

BUILDER/CONTRACTOR DOING WORK:

COMPANY NAME: _____

ADDRESS: _____

TEL #: _____ **CELL:** _____ **FAX #:** _____ **E-MAIL:** _____

DESIGN PROFESSIONAL NAME:

TEL #: _____ **CELL:** _____ **FAX #:** _____ **E-MAIL:** _____

APPLICATION FOR: _____

SETBACKS: **FRONT:** _____ **REAR:** _____ **L-SIDEYARD:** _____ **R-SIDEYARD:** _____

SIZE OF STRUCTURE: _____

ESTIMATED COST: _____ **TYPE OF USE:** _____

NON-REFUNDABLE APPL. FEE: _____ **PAID ON:** _____ **CHECK #** _____ **RECEIPT #:** _____

BALANCE DUE: _____ **PAID ON:** _____ **CHECK #** _____ **RECEIPT #:** _____

APPROVALS:

ZONING ADMINISTRATOR:

☐ Approved ☐ Denied **Date:** _____

FIRE INSPECTOR:

☐ Approved ☐ Denied **Date:** _____

Signature of Applicant

Signature of Building Inspector

Print Name or Company Name(if applicable)

TOWN OF WAPPINGER



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

OWNER CONSENT FORM

BUILDING PERMIT # _____ **APPLICATION #** _____

SITE LOCATION: _____

GRID: # _____

Name of APPLICANT/OWNER: _____

~ CERTIFICATION ~

NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and/or Zoning Administrator.

I, _____, owner of the land/site/building hereby give my permission for the Town of Wappinger to approve or deny the attached application in accordance with local and state codes and ordinances. I understand that this permit will not be closed out unless all proper inspections are completed which can include the building inspector having access to the interior of my residence. If this permit is not closed before the expiration date it will remain as a violation on my property until it is closed out. After the expiration date, the permit fee and application will have to be re-submitted in order to close out the permit. I understand that I am ultimately responsible for the closure of this permit.

FAILURE TO COMPLY MAY RESULT IN COURT PROCEEDINGS.

Date

Owner's Telephone Number

Owner's Signature

Print Name

Print Owner's Address



DEC

Swimming Pool Discharges (General Guidelines)

Be a Good Swimming Pool Neighbor!

Under certain conditions, draining swimming pools can cause fish kills and other harmful environmental impacts.

Failure to follow appropriate procedures and to implement appropriate testing and other safeguards may constitute discharge of pollutants without a State Pollutant Discharge Elimination System (SPDES) permit, could result in fish kills and other types of damage, and may cause the discharger to be subject to significant fines and to other civil and criminal liabilities

Under most conditions (when proper environmental safeguards are carefully followed) New York State Department of Environmental Conservation (NYSDEC) will not require SPDES Permits for draining of swimming pools to the ground.

Discharging pool water directly to or within 250 ft. of a stream, pond, lake or wetland may be prohibited or require a SPDES permit.

Be Astute and Don't Pollute!

- As a general rule, a 10 day holding time (after the last chemical treatment) is usually adequate to dissipate chlorine prior to discharge.
- Pool water should be essentially free of chlorine (≤ 0.1 ppm total chlorine), algaecides, and other potential pollutants prior to discharge.

Pollution Prevention Unit
NYS DEC, 625 Broadway, 12th floor
Albany, NY 12233-8010

- Bubbling, cascading or other forms of aeration will help to remove chlorine from the water.

- pH should be within a normal range (6 to 9). pH adjustment chemicals, instructions and test kits are available at any pool supply store.

- Pool discharges should be done slowly to prevent soil erosion, flooding, or damage to adjacent properties (the recommended maximum discharge rate is 25 gal/min or less).

- Filter system backwash should be handled and disposed of in an environmentally responsible manner.

- When in doubt, test your pool water to ensure that it is safe prior to release or discharge.

Keep Our Water Safe and Clean!

Remember, it is up to each one of us to do our part to protect the environment, be a good neighbor, and to comply with the law.

For additional information regarding the responsible discharge of water from swimming pools and any other water permit requirements, contact the Division of Water at your NYSDEC Regional Office.

NYSDEC Regional Office Phone Numbers:

Region 1 (631) 444-0420	Region 2 (718) 482-6516
Region 3 (914) 332-1835	Region 4 (518) 367-2380
Region 5 (518) 623-3671	Region 6 (315) 793-2554
Region 7 (315) 426-7500	Region 8 (585) 226-5445
Region 9 (716) 851-7190	

You can also contact the Pollution Prevention Unit (PPU) at 1-800-462-6553.

Or contact our websites:

NYSDEC website: www.dec.state.ny.us/

PPU website: www.dec.state.ny.us/website/ppu

Help Protect the Environment!

NEW YORK STATE DEPARTMENT OF
ENVIRONMENTAL CONSERVATION

George E. Pataki, Governor

Denise M. Sheehan, Commissioner

TOWN OF WAPPINGER PLOT PLAN

Building Permit # _____

Date _____

Address: _____

Interior/Corner Lot: *circle one*

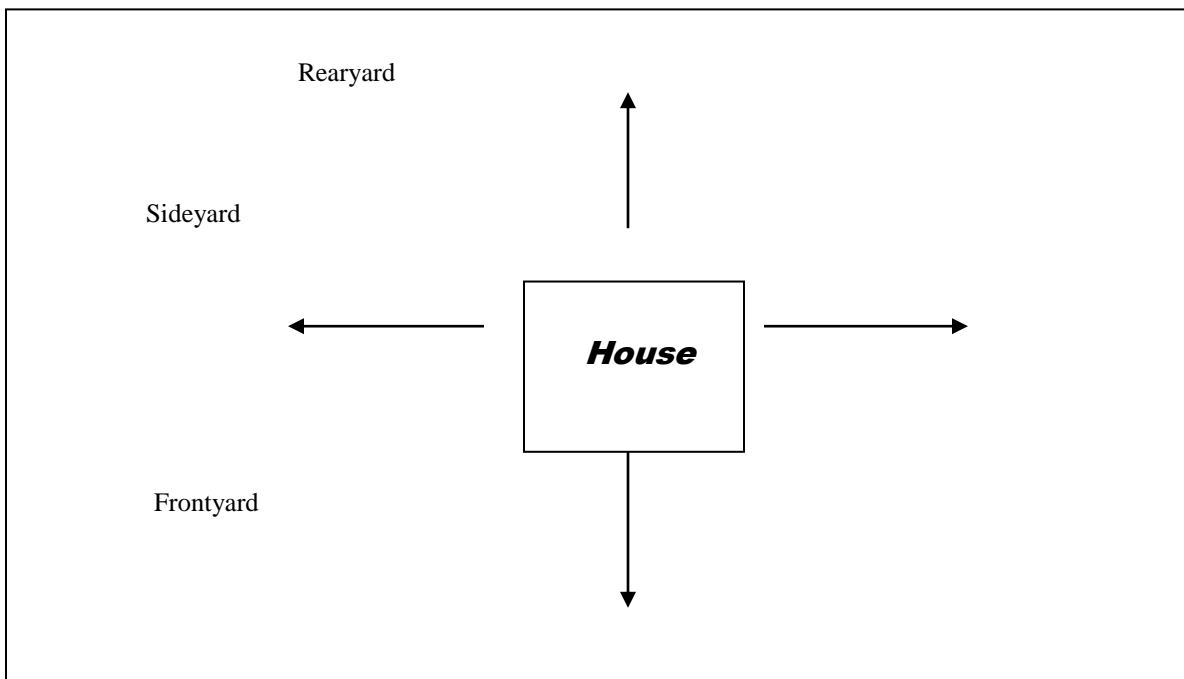
Owner of Land _____

Zone: _____

LIST ALL EXISTING STRUCTURES ON PROPERTY: (*ie: Pool, shed, decks, detached garage*)

1. House, _____

****STRUCTURE MUST MEET REQUIRED SETBACKS FROM PROPERTY LINES. CHECK WITH
OFFICE TO DETERMINE SETBACK REQUIREMENTS****



Draw proposed structure on plot plan.
Indicate Location Setbacks to both sides and rear property line
measurement of structure you are applying for.

Signature

Approved:/Rejected: _____

Date: _____

Zoning Administrator



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

TOWN OF WAPPINGER

BUILDING DEPARTMENT INSPECTION PROCEDURE

ANY CHANGES to plans require approval by Code Official
You are required to call **1-800-962-7962** before you excavate and contact **Underground Facilities Protective Organization** for approval.

You are required to schedule all inspections with this office in Advance of work to be inspected. Please provide building permit number, name on permit and specific type of inspection requested.

1. Pre-site inspection if required by Code Official
2. Erosion control measures as dictated on plan or notes
3. Footing inspection when complete all rebar placement and form work; notify at least 24 hours before
4. Framing inspection compliance to submitted approved drawings.
5. Rough plumbing with all in-ground pools
6. Final Electrical inspection by third party agency certificate
MUST BE SUBMITTED TO THIS OFFICE.
7. FINAL INSPECTION BY CODE OFFICIAL FOR COMPLIANCE
TO SUBMITTED DRAWINGS AND N.Y.S. BUILDING CODE.

*******IT SHALL BE UNLAWFUL TO OCCUPY ANY STRUCTURE UNTIL A
CERTIFICATE OF OCCUPANCY/COMPLIANCE IS ISSUED BY THE
CODE ENFORCEMENT OFFICER OF THE TOWN OF WAPPINGER*******

1. Above ground pools need to be 48" in height from grade all around the pool.
2. Pool alarm rated ASTM F2208 must be activated once pool is filled with water.
3. In ground pools require a complying permanent barrier (FENCE) 90 days from the date of the installation of the pool.
4. POOL IS NOT TO BE USED UNTIL ELECTRICAL INSPECTION BY A TOWN APPROVED ELECTRICAL INSPECTOR AND A CERTIFICATE OF COMPLIANCE IS ISSUED BY THE BUILDING DEPARTMENT.

Failure to comply with the above may result in legal action!

TOWN OF WAPPINGER



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

Building Department ***POOL ALARM CERTIFICATION*** **(ASTM F 2208 only)**

Building Permit: _____

Date: _____

Location: _____

Owner / Builder: _____

Company / Business: _____

The undersigned hereby attests to the fact that the building/structure has installed an alarm system which conforms to the laws, title or regulation governing Building Construction, Title 19 NYCRR Residential Code of New York State (RCNYS) Chapter XXXIII, Subchapter A, Part 1220.5, Building Code Part 1221.3.

The above-listed owner/builder company/business hereby acknowledges that the alarm system and all components have been tested and that both manual and automatic features are working properly. The alarm sound is a minimum of 85 dba (decibel) when measures 10' away from alarm mechanism and meets requirements of ASTM F 2208. (Alarm sound both at poolside and inside any adjacent residence of building of occupancy.)

Property Owner/Authorized Agent that installed working pool alarm.

TOWN OF WAPPINGER



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

APPLICATION FOR GRADING PERMIT

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED DATA

Application #: _____ Building Permit #: _____

Date Received: _____

Permit Fee: \$ _____ Receipt #: _____

Inspection Fee: \$ _____ Receipt #: _____

Soil Erosion and Sediment Control

Title of Project: _____

Applicant's Name: _____ Tel: _____

Mailing Address: _____

Location of Property: _____

Grid No.: _____ Acreage: _____ Zone: _____

Maximum Slope of Project Area of Site: _____ %

Formula for Inspection Fee 20 (slope) x 5 (total area in acres)

For projects exceeding 3 acres, use the formula : 20 (slope) x 5 (total area in acres) or 20Mx5AU

IF APPLICANT IS NOT OWNER, FILL OUT OWNER CONSENT FORM.

Signed: _____
APPLICANT

Dated: _____

PERMIT FEE:

For projects of 3 acres or less:	\$ 250.00
For projects exceeding 3 acres – 50 acres	\$ 750.00
For projects exceeding 50 acres	\$ 1,000.00

INSPECTION FEE:

For projects of 3 acres or less	\$ 100.00
---------------------------------	-----------

Minimum due \$350.00

TOWN OF WAPPINGER



BUILDING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579

GRADING PERMIT INSTRUCTIONS for APPLICANT

<u>GIVE APPLICANT APPLICATION –</u>	<u>APPLIC FEE</u>	<u>INSPECTION FEE</u>
<u>If Disturbance Area is under 3 Acres:</u>	\$250.00	\$100.00
<u>For projects exceeding 3 Acres – 50 Acres:</u>	\$750.00	*Note
<u>For projects exceeding 50 Acres:</u>	\$1,000.00	*Note

*Note: For projects exceeding 3 acres, use the formula: 20 (slope) x 5 (total area in acres) or 20 M x 5A

ESCROW FEE: MINIMUM FEE: \$2,500.00

SUBMISSION OF APPLICATION

- APPLICATION MUST BE SUBMITTED TO THIS OFFICE WITH THREE SETS OF SURVEYS SHOWING GRADING BY A PROFESSIONAL ENGINEER. (TWO SETS OF PRINTS ARE SENT TO TOWN ENGINEER FOR APPROVAL OR REJECTION.)

IF REJECTED

- IF REJECTED, APPLICANT MUST SUBMIT NEW PLANS CONSISTING OF THREE SETS OF PRINTS WITH CORRECTIONS, AND THEY WILL BE RESUBMITTED TO TOWN ENGINEER.

IF APPROVED

- IF APPROVED, APPLICANT WILL RECEIVE:
 - * GRADING PERMIT; and
 - * ONE SET OF APPROVED PLANS.(ZONING WILL KEEP COPY OF PERMIT AND SET OF APPROVED PLANS FOR FILE.)

***TO CLOSE OUT PERMIT, A CERTIFIED AS-BUILT IS
REQUIRED***

GRADING PERMIT

INSTRUCTIONS for APPLICANT

GRADING PERMIT DATA REQUIRED:

The applicant must submit the following information for the entire tract of land, whether or not the tract will be developed in stages:

- A. A boundary line survey of the site on which the work is to be performed.
- B. Description of the features, existing and proposed, surrounding the site of importance to the proposed development.
- C. Description of general topographic and general soil conditions and contours on the site (available from the Dutchess County Soil Conservation District).
****Topography must be shown on surveys into neighboring properties for a minimum of 20 feet. ****
- D. Location and description of existing and future man-made features of importance to the proposed development.
- E. Plans and specifications of soil erosion and sedimentation control measures, in accordance with standards and specifications of the Town of Wappinger, at a reasonable scale, preferably one inch equals 50 feet [**Amended 3-18-1985**]
- F. Indicate storm water management techniques to be put into place.
- G. A reasonable timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures.
- H. **INGROUND POOLS: MUST SHOW THE FOLLOWING ON PLANS:**
 - Pool with water elevations and setbacks from the property lines
 - Pool deck with elevations
 - Fence and gate details
 - Location of pump and heater (if applicable)
 - Topography: current and proposed elevations
(Must show, at minimum, 25' onto each abutting parcel)
 - Erosion control measures and dirt stockpile area
 - Show proposed pool water drainage/backwash area

****TO CLOSE OUT PERMIT, 3 CERTIFIED AS BUILT SURVEYS
MUST BE SUBMITTED****

§ 206-8 Permits.

[Amended 3-18-1985; 6-9-2004 by L.L. No. 8-2004]

A.

Requirement. Except as exempted by Subsection B of this section, no applicant shall do any grading, stripping, cutting, filling, excavation or other site preparation without a grading permit issued by the Zoning Administrator, without plot plan approval for a new one-family dwelling or, for anything other than a one-family dwelling, without site plan approval from the Planning Board, pursuant to § 240-83. No grading permit shall be issued on vacant land without plot plan or site plan approval.

[Amended 1-23-2012 by L.L. No. 3-2012]

B.

Application. A separate application shall be required for each grading permit. Plans, specifications and timing schedules shall be submitted with each application for a grading permit. The plans shall be prepared or approved and signed by a professional engineer, surveyor or an architect at a scale acceptable to the Zoning Administrator and shall be reviewed and approved, disapproved or modified by the Engineer to the Town. The Zoning Administrator may waive the preparation or approval and signature by the applicant's professional engineer, surveyor or architect when the work entails no reasonable hazard to the adjacent property.

Town Board Approved Electrical Inspection Agencies

Name:	Telephone #
Middle Department Insp. Agency, Inc.	
Pete Jennings Jr.	(518) 610-8133
New York Electrical Inspectors	
Greg Murad	(845)586-2430/(888) 693-4693
Tom Le Jeune	(845)373-7308
New York Board	
Pat Decina	(845)298-6792
Commonwealth Electrical Insp. Services	
Keith Sutton	(845) 527-8821
Ron Henry	(845)562-8429/845-541-1871
All County Electrical Insp. Services, Inc.	
Dave Scism	(845)757-5916
Electrical Underwriters of NY, LLC	
Ernest C Bello Jr.	(845) 569-1759
The Inspector, LLC	(518) 497-9918
Z3 Consultant, Inc.	
Gary Beck/ James Greaves	(845) 471-9370
NY Electrical Insp. & Consult, LLC	
John Wierl	(845) 551-8466
Swanson Consulting, Inc.	
J.O. Swanson	(845)496-4443
State Wide Inspection Services	
Frank J. Farina	(845) 202-7224
New York Certified Electrical Inspectors	
Jerry Caliendo	(845) 294-7695
John Metsger	
SAS Electrical Inspection	
Yuri Badovich	(845) 801-2172

**These are 3rd party inspectors and they charge their own fees.
Permit holder is responsible for the cost of these inspections***