

Christa Verano & Susie Hansen – Code Enforcement Clerks

Putting A Home On the Market?

When you come to the building department, we are usually the first people you will see and come in contact with. Where to start?

Submit FOIL request on the property:

What is FOIL? Freedom of Information Law

How to submit in a FOIL? Get a form from our website: townofwappingerny.gov or come into the office. Once the form is completed submit it to the Town Clerk's office for recording purposes.

Turnaround Times: Completed within the guidelines

CO Search Requests:

What is CO Search/Municipal Search? In depth search of a property. Requests can be submitted by title companies, agents, attorneys, or owners.

What is required for CO Search? Letter submitted by the requestor or our Municipal Search Consent Form. Municipal owner consent form which must be completed by the owner of the property: legal owner, trustee, estate owner

Processing: Entered in date order as received. Email title company/requestor of any requirements needed to perform search of property: Sump pump inspection or if well test needed

Turn around time: approximately 2-3 weeks if no violations are found. Longer if violations are found

Well Test:

What is a well test: If a property has a private water supply (well), home is being sold and we have a municipal search request for the property we will require a well test, if the current test is not on file.

Type of test required: Part 5 NYS Sanitary Code, valid for 3 years

Well testing protocol: See handout

Local Law: See handout

Labs: See handout. **Note: We can only accept well test results directly from the lab.**

Violations:

What is a violation? Occurs when an action requires a permit, and we do not have record(s) of one on file.

Requirements to remedy violation(s): Building permit will need to be submitted with required information: application, owner's consent form, any additional requirements requested by building inspector.

Fee: Residential application fee and \$250 compliance fee *(compliance fee will not be waived)*

Once permit Submitted: Application goes to zoning and building. If denied by zoning it will need to go for a variance.

Applications: Can be found on our website: townofwappingerny.gov or in office