

## 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](http://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](http://townofwappingerny.gov) or in office