

VILLAGE OF WOODBURY BUILDING DEPARTMENT

Office Location: 455 ROUTE 32, HIGHLAND MILLS, NY 10930

Mailing Address: P.O. Box 546, Central Valley, NY 10917

Phone: (845) 928-6911 ext. 51 Fax: (845) 928-7263

Email: buildingdepartment@villageofwoodbury.com

COMMERCIAL

Permit Requirements:

1. Building Permit Application:

- a) Submit completed building permit application.
- b) Submit Plot Plan or Current Survey showing new construction and distance to property lines.
- c) Submit **TWO** complete set of drawings (**HARD COPIES**), signed & sealed, prepared by a Professional Engineer (P.E.) or Licensed Architect.
- d) Submit insurances from company performing the work (Liability, NYS Workman's Comp and NYS Disability).
- e) **Submit ONE COPY of all of the above on a THUMBDRIVE.**

2. Fee:

Check or Money Order payable to: **Village of Woodbury**

Cost of Construction:

Fee is based on \$15.00 per \$1,000 cost of construction (rounded to the nearest thousand) including labor & material.

Plus \$100.00 for Certificate of Occupancy Inspection.

3. Inspections Required:

- a) Footings/Column Footings – formed & re-bars placed **before concrete**
- b) Foundation Walls – formed & re-bars placed **before concrete**
- c) Underground Plumbing
- d) Slab(s) – garage & basement, with plastic & mesh placed
- e) Footing Drains & Damp Proofing
- f) Sheathing – Roof & Sides, including Snow & Ice/Water Shield
- g) Framing & Plumbing
- h) Insulation & Fire Stopping – fire blocking & fire caulking completed
- i) Sheetrock – **BEFORE** taping seams
- j) Final Inspection for C of O - Water Meter Installed (if required)

ELECTRICAL INSPECTION by an Approved Inspection Agency is **REQUIRED** (SEE ATTACHED LIST).

It is **YOUR** responsibility to call for a **FINAL INSPECTION** by the Building Inspector in order to receive the C of O.

PLEASE NOTE: BUILDING PERMITS **EXPIRE** TWO YEARS FROM DATE OF ISSUE.

REQUIRED INSURANCE

Liability:

___ Homeowner (DIY'er), Check Home Insurance

___ Contractors, Acord document, certificate holder must be the Village of Woodbury
\$1 M Gen. Aggregate Limit,
\$1 M Products – Completed &
\$ 500,000 – Each Occurrence

Workers' Compensation:

___ Homeowner (DIY'er) Form BP – 1 (Available from Bldg. Dept.)

___ Contractors (No employees) get form (CE – 200) from www.wcb.state.ny.us

___ Contractors With Employees: Obtain forms from your ins. carrier:

Form # C – 105.2 or U – 26.3 OR Self-Insurance GSI – 105.2 or SI – 12

Disability Benefits:

___ Homeowner (DIY'er) Form BP – 1 (Available from Bldg. Dept.)

___ Contractors (No Employees) get form (CE – 200) from www.wcb.state.ny.us

___ Contractors With Employees: Obtain forms from your ins. carrier:

Form # DB – 120.1 OR Self-Insurance form DB - 155

**BUILDING PERMITS SHALL NOT BE ISSUED
WITHOUT PROPER INSURANCE FORMS**

Required under General Municipal Law §125, & WCL §57 & §220 for
Workers' Compensation and Disability Benefits

VILLAGE OF WOODBURY, BUILDING DEPARTMENT

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COMMERCIAL BUILDING PERMIT APPLICATION

PERMIT # _____

COST OF WORK: \$ _____
Total cost of labor and materials

APPLICATION FEE: \$ _____
Based on \$15 per \$1,000 of total cost of work,
PLUS \$100.00 fee for Certificate of Occupancy
Minimum Fee \$ 115.00

CHECK# _____

APPLICATION IS FOR: Retail Public Assembly Other _____
 New Construction Addition Renovations Other _____

All Construction Shall Conform to Current New York State Building Codes & Village of Woodbury Zoning Codes

Description of Work: (Including sizes) _____

PROPERTY DESCRIPTION

Street address: _____

TAX MAP: SECTION - BLOCK - LOT _____ ZONED AS: _____

Type of Construction: Wood Metal Concrete Other _____

Present use of property _____

Intended use of property _____ No Change

Sewage Service Village/Town Private (Septic)

Source of Water Village/Town Private (Well or Other)

NAME

ADDRESS

PHONE#

Owner of Premises: _____

Applicant: _____

Contractor: _____

EMAIL ADDRESS: _____

Applicant Signature: _____ Date: _____

**NOTE: IT IS YOUR RESPONSIBILITY TO CALL FOR INSPECTIONS DURING
CONSTRUCTION AND FOR FINAL CERTIFICATE OF OCCUPANCY UPON COMPLETION.**

Phone: (845) 928 - 6911 Ext. 51 Fax: (845) 928 7263

This application is hereby: APPROVED OR DENIED

CONDITIONS _____

COMMENTS: _____

DATE: _____

SIGNED: _____

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RETAIL IMPROVEMENT CONSTRUCTION REQUIREMENTS

- 1) General Contractor is Responsible for the following:
 - a. Removal of old unused electrical wire and related equipment, including items in the attic space and low voltage wire.
 - b. Removal of all old unused air handling equipment and duct work from attic spaces. "Roof Trusses" may not be compromised for removal of equipment. (Note: Insulation shall be removed from attic spaces to effect removal of old, unused equipment, then replaced when finished with R-49 minimum)
 - c. Upgrading all fire protection, alarm equipment and sprinkler systems to current code standards.
 - d. Sealing all penetrations in the demising walls.
- 2) Fire Alarm Pull Stations are required to have approved protective covers installed over them.
- 3) Electric Work shall be reviewed and inspected by a Woodbury Approved Inspector (see attached list).
- 4) All contractors and workers shall comply with all OSHA Rules & Regulations.
- 5) Mobile Shelving Units shall be steel sprinkler approved type only.
- 6) Stock Rooms shall have a one hour fire rating.
- 7) HVAC Thermostats shall be programmable.
- 8) Attic Insulation is minimum R-49 if replaced.
- 9) Provide a 24" x 24" fire rated attic access with a minimum 30 inches headroom.
- 10) Water Supply Valves shall be identified, marked and made accessible.
- 11) Saw Cutting Floors is not permitted unless approved by the Building Department.
- 12) A PDF Readable CD of the As-Built Plans is required before the Certificate of occupancy will be issued.

(845) 928-6911 ext. 51
(Phone)

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BUILDING DEPARTMENT

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(Fax)

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APPROVED ELECTRICAL INSPECTION AGENCIES – **Effective 06/09/2021**

***COMMONWEALTH ELECTRICAL INSPECTION SERVICE, INC.**

James Cocks
1209 Route 17A, P.O. Box 1291
Greenwood Lake, NY 10925

Phone - 845-325-0158
Email - jfclou1@yahoo.com

***ELECTRICAL UNDERWRITERS OF NEW YORK**

Ernie Bello
50 HyVue Drive
Newburgh, NY 12550

Phone - 845-569-1759
Email - ernie@eu-ny.com

John Taylor

Phone - 845-597-5072
Email - chelseat84@gmail.com

***INSPECTIONS ON TIME**

Emmanouil Zervakis
809 Highland Lake Rd.
Middletown, NY 10940

Phone - 845-233-6711
Fax - 845-262-0732
Email - manny@inspectionsontime.com

***N.Y. BOARD OF ELECTRICAL INSPECTORS**

Gerald Caliendo
203 Purgatory Road
Campbell Hall, NY 10916

Phone - 845-294-7695
Fax - 845-294-0026
Email - nybei1@live.com

***NY ELECTRICAL INSPECTIONS & CONSULTING**

John W. Wierl
1 Wedgewood Lane
Middletown, NY 10940

Phone - 845-343-6934
Fax - 845-343-4834
Email - jwierlnyeic@gmail.com

Andrew Traverse

Phone - 845-343-6934
Email - andytraverse92@yahoo.com

***SWANSON CONSULTING INC.**

Joe Swanson
P.O. Box 1361
Northville, NY 12134

Phone - 845-496-4443
Email - service@swansonconsulting.biz

John Hamilton
Adam Frank

Phone - 845-549-0708
Phone - 845-494-6255

***SWITCH-ON-ELECTRIC**

Frank X. Schmaus
P.O. Box 191
Bloomingburg, NY 12721

Phone - 845-733-4926
Email - sgsfxs@hotmail.com

***TRI-STATE INSPECTION SERVICES, INC.**

Victor Ambrosio
P.O. Box 1034
Warwick, NY 10990

Phone - 845-544-2180
Fax - 845-544-7257
Email - theoffice@tristateinspec.com