

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

(Revised 06/04/21)

COMMERCIAL Permit Requirements: **FILL**

1. **Building Permit Application:**

- a) Submit completed building permit application.
- b) Submit **TWO HARD COPIES** of survey:
Draw the Fill on the survey showing distance to property lines and house, location of drainage ditches, utility easements, etc.
- c) Submit insurances from company performing the installation (Liability, NYS Workman's Comp and NYS Disability).
- d) 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) When Silt Fencing is installed at the Fill Limits
- b) Contact this Department when the Fill Operation is to Begin
- c) Contact this Department to Schedule a Final Inspection when the Fill Operation is Complete, Seeded, Hayed, & Silt Fence is Removed

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 IN TWO YEARS FROM DATE OF ISSUE.

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COMMERCIAL FILL 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
(Rounded to nearest thousand)
Minimum Fee \$ 115.00

CHECK# _____

APPLICATION IS FOR: FILL

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: R - _____

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.**

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This application is hereby: <input type="checkbox"/> APPROVED OR <input type="checkbox"/> DENIED	
CONDITIONS _____	
COMMENTS: _____	

DATE: _____	SIGNED: _____

RESIDENTIAL

REQUIRED INSURANCE

Liability:

___ Homeowner (DIY'er), Check Home Insurance

___ Contractors, Acord 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.)
<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>

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

___ 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.)
<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>

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

___ 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

CONDITIONS OF FILL PERMIT

- 1) The Department of Environmental Conservation **must be notified** to determine if a D.E.C. permit is required.
- 2) **Clean Dirt ONLY**, may be used as Fill:
No Construction Debris shall be included: i.e. pavement, pipes, lumber, etc.
No burying any part of a Tree (\$10,000 fine)
- 3) Fill cannot be left in piles. Fill must be leveled, seeded and hayed (or equivalent cover) within 30 days.
- 4) No Fill Placement shall alter the natural flow of existing streams or drainage which compromises any adjacent property.
- 5) Silt Fence and/or Hay must be provided to prevent silt (mud) from entering any road, neighboring properties, and/or waterways, streams, or drainage ditches.
- 6) New Driveways or Turnarounds **MUST** have a "Road Cut Permit" from the governing owner of the road (Village of Woodbury, Orange County, or State of New York)
- 7) A Flag Person must be provided for when heavy traffic exists.
- 8) **Full Compliance with the attached Village Code Chapter 149.**

Village of Woodbury, NY
Friday, February 12, 2016

Chapter 149. Fill

[HISTORY: Adopted by the Board of Trustees of the Village of Woodbury 9-24-2015 by L.L. No. 3-2015. Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — — See Ch. **96**.

Property maintenance — — See Ch. **240**.

§ 149-1. Legislative intent.

It is the intent of this chapter to protect the general health, safety and welfare of the people of the Village of Woodbury and its natural resources by controlling fill material being placed on residential and commercial properties in the Village of Woodbury.

§ 149-2. Finding.

The Village Board has found that persons with properties within the Village have been permitting the dumping of fill material that has been determined to be unsuitable for the use of clean fill. The Village Board has determined the need to control and prohibit such activity as it deems necessary to protect such properties and to protect the natural resources located within the Village. The Village Board finds it necessary to enact such legislation which shall afford such protection.

§ 149-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CLEAN FILL

A combination of dirt and natural rock, stone or gravel that has not been processed or altered from its natural state.

CONSTRUCTION AND DEMOLITION (C & D) MATERIAL

Any material that has been used for other purposes in the use of building or construction which has been removed such as, but not limited to, brick, block, concrete, asphalt, pavers, wood, roofing material, steel, sheetrock, etc.

PROCESSED FILL

Any material that has been crushed, sifted, or processed by machinery.

§ 149-4. Prohibited acts.

It shall be prohibited to place or bury any construction and demolition material on any lot within the Village of Woodbury. Furthermore, it shall be prohibited to place or bury any processed fill unless in conjunction with the building or construction of a building, roadway, drainage, or driveway.

§ 149-5. Permit required.

It shall be required that placement of only clean fill is permitted and that only clean fill that is taken from within the Village of Woodbury is permitted to be used. A Building Permit is required to place fill on any premises in accordance with established procedure.

§ 149-6. Village Board approval required.

Any person, owner, occupant that wishes to place clean fill within the Village limits whereas such fill is obtained or located outside Village limits must secure approval from the Village Board. The Village Board may require that an independent inspector be onsite during the duration of the placement of such clean fill material to inspect and test the material. All expenses to conduct such inspection and testing shall be paid by the applicant by means of posting a deposit in escrow that will be used to pay invoices associated with said inspections. An estimate will be prepared by the Village and must be posted prior to a building permit being issued. Should the escrow become in default, a "stop work" order will be issued until replenishment is made.

§ 149-7. Enforcement.

Enforcement of this chapter shall be conducted by the Village Code Enforcement Officer and/or the Assistant Code Enforcement Officer.

§ 149-8. Penalties for offenses.

Any person, contractor, corporation committing an offense against any provision of this chapter shall upon conviction, be guilty of a violation pursuant to penal law of the State of New York punishable by a fine of \$500 per day or by imprisonment of a term not exceeding 15 days, or both.

§ 149-9. Conflicts with other laws.

To the extent that the federal, state, or county law is more restrictive, the more restrictive laws shall govern control.