

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

NEW - FINISHED BASEMENT PERMIT REQUIREMENTS

Revised 06/04/21

1. **Building Permit Application:**

- a) Submit completed building permit application.
- b) Submit **TWO** complete sets (HARD COPIES) of drawings which must be signed & sealed, prepared by a Professional Engineer (P.E.) or Licensed Architect (if cost is over \$20,000).
- c) Submit insurances from company performing the work (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 \$12 per \$1000 cost of construction (rounded to the nearest thousand) including labor & material.

Plus \$50 for Certificate of Occupancy Inspection.

3. **Inspections Required:**

- 1) Framing & Plumbing
- 2) Insulation
- 3) Sheetrock
- 4) Final for Certificate of Occupancy
- 5) Electrical Inspection Card or Certificate from one of the APPROVED ELECTRICAL INSPECTORS (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.

VILLAGE OF WOODBURY, BUILDING DEPARTMENT

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NEW – FINISHED BASEMENT PERMIT APPLICATION

PERMIT # _____

COST OF WORK: \$ _____

Total cost of labor and materials

APPLICATION FEE: \$ _____

Based on \$12 per \$1,000 of total cost of work,

PLUS \$50.00 fee for Certificate of Occupancy

(Rounded to nearest thousand)

Minimum Fee \$ 62.00

CHECK# _____

APPLICATION IS FOR: NEW FINISHED BASEMENT

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.**

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

This application is hereby: APPROVED OR 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

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

VILLAGE OF WOODBURY
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 - jfcoul@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 - nybeil@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

SECTION R303

LIGHT, VENTILATION AND HEATING

R303.1 Habitable rooms. Habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural *ventilation* shall be through windows, skylights, doors, louvers or other *approved* openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The openable area to the outdoors shall be not less than 4 percent of the floor area being ventilated.

Exceptions:

1. The glazed areas need not be openable where the opening is not required by Section R310 and a whole-house mechanical *ventilation* system is installed in accordance with Section M1505.
2. The glazed areas need not be installed in rooms where Exception 1 is satisfied and artificial light is provided that is capable of producing an average illumination of 6 footcandles (65 lux) over the area of the room at a height of 30 inches (762 mm) above the floor level.
3. Use of sunroom and patio covers, as defined in Section R202, shall be permitted for natural *ventilation* if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening.

[NY] **R303.10 Required heating.** Where the winter design temperature in Table R301.2(1) is below 60°F (16°C), every *dwelling unit* intended to be occupied between September 15 and May 15 shall be provided with heating facilities capable of maintaining a room temperature of not less than 68°F (20°C) at a point 3 feet (914 mm) above the floor and 2 feet (610 mm) from exterior walls in habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

SECTION R304

MINIMUM ROOM AREAS

R304.1 Minimum area. Habitable rooms shall have a floor area of not less than 70 square feet (6.5 m²).

Exception: Kitchens.

R304.2 Minimum dimensions. Habitable rooms shall be not less than 7 feet (2134 mm) in any horizontal dimension.

Exception: Kitchens.

R304.3 Height effect on room area. Portions of a room with a sloping ceiling measuring less than 5 feet (1524 mm) or a furred ceiling measuring less than 7 feet (2134 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

SECTION R305

CEILING HEIGHT

R305.1 Minimum height. *Habitable space*, hallways and portions of *basements* containing these spaces shall have a ceiling height of not less than 7 feet (2134 mm). Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches (2032 mm).

Exceptions:

1. For rooms with sloped ceilings, the required floor area of the room shall have a ceiling height of not less than 5 feet (1524 mm) and not less than 50 percent of the required floor area shall have a ceiling height of not less than 7 feet (2134 mm).
2. The ceiling height above bathroom and toilet room fixtures shall be such that the fixture is capable of being used for its intended purpose. A shower or tub equipped with a showerhead shall have a ceiling height of not less than 6 feet 8 inches (2032 mm) above an area of not less than 30 inches (762 mm) by 30 inches (762 mm) at the showerhead.
3. Beams, girders, ducts or other obstructions in *basements* containing *habitable space* shall be permitted to project to within 6 feet 4 inches (1931 mm) of the finished floor.

SECTION R310

EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1 Emergency escape and rescue opening required.

Basements, *habitable attics* and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where *basements* contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a *yard* or court that opens to a public way.

Exceptions:

1. Storm shelters and *basements* used only to house mechanical *equipment* not exceeding a total floor area of 200 square feet (18.58 m²).
2. Where the *dwelling* or *townhouse* is equipped with an automatic sprinkler system installed in accordance with Section P2904, sleeping rooms in *basements* shall not be required to have emergency escape and rescue openings provided that the basement has one of the following:
 - 2.1. One means of egress complying with Section R311 and one emergency escape and rescue opening.
 - 2.2. Two means of egress complying with Section R311.

R310.1.1 Operational constraints and opening control

devices. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge. Window opening control devices on windows serving as a required emergency escape and rescue opening shall comply with ASTM F2090.

R310.2 Emergency escape and rescue openings. Emergency escape and rescue openings shall have minimum dimensions as specified in this section.

R310.2.1 Minimum opening area. Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 m²). The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height of the opening shall be not less than 24 inches (610 mm) and the net clear width shall be not less than 20 inches (508 mm).

Exception: *Grade floor openings* or *below-grade openings* shall have a net clear opening area of not less than 5 square feet (0.465 m²).

R310.2.2 Window sill height. Where a window is provided as the emergency escape and rescue opening, it shall have a sill height of not more than 44 inches (1118 mm) above the floor; where the sill height is below *grade*, it shall be provided with a window well in accordance with Section R310.2.3.

R310.2.3 Window wells. The horizontal area of the window well shall be not less than 9 square feet (0.9 m²), with a horizontal projection and width of not less than 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

Exception: The ladder or steps required by Section R310.2.3.1 shall be permitted to encroach not more than 6 inches (152 mm) into the required dimensions of the window well.

R310.2.3.1 Ladder and steps. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Section R311.7. Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

R310.2.3.2 Drainage. Window wells shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section R405.1 or by an approved alternative method.

Exception: A drainage system for window wells is not required where the foundation is on well-drained soil or sand-gravel mixture soils in accordance with

the United Soil Classification System, Group I Soils, as detailed in Table R405.1.

R310.2.4 Emergency escape and rescue openings under decks and porches. Emergency escape and rescue openings installed under decks and porches shall be fully openable and provide a path not less than 36 inches (914 mm) in height to a *yard* or court.

R310.3 Emergency escape and rescue doors. Where a door is provided as the required emergency escape and rescue opening, it shall be a side-hinged door or a slider. Where the opening is below the adjacent grade, it shall be provided with an area well.

R310.3.1 Minimum door opening size. The minimum net clear height opening for any door that serves as an emergency and escape rescue opening shall be in accordance with Section R310.2.1.

R310.3.2 Area wells. Area wells shall have a width of not less than 36 inches (914 mm). The area well shall be sized to allow the emergency escape and rescue door to be fully opened.

R310.3.2.1 Ladder and steps. Area wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the door in the fully open position. Ladders or steps required by this section shall not be required to comply with Section R311.7. Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the exterior stairwell.

R310.3.2.2 Drainage. Area wells shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section R405.1 or by an *approved* alternative method.

Exception: A drainage system for area wells is not required where the foundation is on well-drained soil or sand-gravel mixture soils in accordance with the United Soil Classification System, Group I Soils, as detailed in Table R405.1.

R310.4 Bars, grilles, covers and screens. Where bars, grilles, covers, screens or similar devices are placed over emergency escape and rescue openings, area wells, or window wells, the minimum net clear opening size shall comply with Sections R310.2.1 through R310.2.3, and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that required for the normal operation of the escape and rescue opening.

SMOKE ALARMS R314.3 Location. Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional *story* of the *dwelling*, including

basements and *habitable attics* and not including crawl spaces and uninhabitable *attics*. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.

4. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.

R302.11 Fireblocking. In combustible construction, fireblocking shall be provided to cut off both vertical and horizontal concealed draft openings and to form an effective fire barrier between stories, and between a top *story* and the roof space. Fireblocking shall be provided in wood-framed construction in the following locations:

1. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs, as follows:
 - 1.1. Vertically at the ceiling and floor levels.
 - 1.2. Horizontally at intervals not exceeding 10 feet (3048 mm).
2. At interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings.
3. In concealed spaces between stair stringers at the top and bottom of the run. Enclosed spaces under stairs shall comply with Section R302.7.
4. At openings around vents, pipes, ducts, cables and wires at ceiling and floor level, with an *approved* material to resist the free passage of flame and products of combustion. The material filling this annular space shall not be required to meet the ASTM E136 requirements.
5. For the fireblocking of chimneys and fireplaces, see Section R1003.19.
6. Fireblocking of cornices of a two-family *dwelling* is required at the line of *dwelling unit* separation.

C/O INSPECTION REPORT

Date of Inspection: _____ Insp. by: _____ 2nd Insp. _____ insp. by: _____

CERTIFICATE OF OCCUPANCY INSPECTION

Code of the Village of Woodbury, Part I, Administrative Legislation, Chapter 8, Architectural Review Board:

§ 8-7 Certificate of Occupancy. [Amended 7-1-1982 by L.L. No. 6-1982]

The Administrator shall not issue a certificate of occupancy upon completion of the building or alteration unless he finds that such building or alteration is completed in conformance with the plans and specifications which he approved prior to issuing a building permit.

BATHROOMS:

- F F P Exhaust vents working
- F F P All fixtures operate without any leaks
- F F P Jacuzzi access panel: _____
- F F P Tempered glazing around bathing area less than 60" high from standing surface

NOTES: _____

BASEMENT:

- F F P Stairway handrail: 34" Min. / 36" Max. height from the nosing of the treads
- F F P No stairway trip hazards (1/2" Max & tapered)
- F F P Stairway head room 6' -8" Minimum
- F F P Stairway landings: Min. 36" wide & 36" long (in direction of travel)
- F F P Boiler pressure relief valve termination: 18" from floor
- F F P Water heater pressure relief valve termination from floor: ≤ 6" from floor
- F F P Water heater & Furnace working
- F F P Emergency shut-off switch with red cover.
- F F P All hot water pipes (Minimum R-2)
- F F P Smoke Alarms:
- F F P 1 Required in each bedroom
- F F P 1 Required outside each sleeping area
- F F P 1 Required each floor, including basement (but NOT in crawl spaces or uninhabitable attics)
- F F P C/O detector outside the lowest level bedroom, & hardwired to all devises. NYS DOS Emergency adoption
- F F P Dryer exhaust length limits. 25' max.,(- 2.5' 45° bends, - 5' 90° bends)
- F F P Lally columns secured

ELECTRICAL INSPECTION

F F P Electrical Inspection:

Date: _____ Commonwealth Elec. Insp. Service	_____ Fred Cocks	_____ James Cocks
Date: _____ Electrical Underwriters of New York	_____ Ernie Bello	_____ Jim Taylor
Date: _____ Swanson Consulting Inc.	_____ Joe Swanson	_____ Al Shauger
Date: _____ New York Board of Underwriters	_____ Jerry Caliendo	

NOTES: _____

FINISHED BASEMENT COMMENTS: _____

Issue Certificate of inspection Date: _____ Signed: _____