

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

UNDERGROUND STORAGE TANK REMOVALS & ABOVE-GROUND STORAGE TANK REMOVALS & INSTALLATIONS

Permit Requirements:

1. Building Permit Application:

- a) Submit completed building permit application.
- b) Submit **TWO HARD COPIES** Plot Plan or Current Survey showing location of TANK LOCATION.
- c) Submit **TWO HARD COPIES** of the manufacturer's specifications on size, model, and clearances (If new tank is to be INSTALLED).
- d) Submit insurances from company performing the installation (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 WITH REPRESENTATIVE FROM TANK COMPANY:

- a) When tank is unearthed, opened and cleaned and removed from the ground.

TANK CLOSURE REPORT FROM TANK COMPANY MUST BE SUBMITTED

BEFORE C of O IS ISSUED

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 issuance.

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COMMERCIAL UNDERGROUND/ABOVE-GROUND TANK REMOVALS & INSTALLATIONS 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: UNDERGROUND / ABOVE-GROUND TANK REMOVALS & INSTALLATIONS

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: _____

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