

NOTICE

To obtain a Building Permit in the Town of Andes, you must fill out both the Building and Zoning applications.

If any parts of these applications are omitted or not filled out properly, the Building Permit will not be issued, and you will not be allowed to build in the Town of Andes.

**Arthur B. Short
CEO Andes**

**A LOCAL LAW TO SET AN
EXPIRATION DATE FOR THE ISSUANCE OF
BUILDING PERMITS ISSUED BY THE TOWN**

BE IT ENACTED by the Town Board of the Town of Andes,

Section 1: Any Permit issued by the Town of Andes under the provisions of the Town Code shall expire, by limitation within eighteen (18) months from the time of issuance or upon issuance of a certificate of occupancy.

Section 2: Any Building Permit Application for the same project after the expiration of a prior Building Permit shall only be issued upon payment of a One Thousand (1,000.00) Dollar Cash Bond. Such subsequent delinquent building permit shall be issued for a minimum of one (1) month and a maximum of one (1) year at the discretion of the Code Enforcement Officer. If no Certificate of Occupancy has been issued within the period of time set forth in the second Building Permit, the applicant shall forfeit said Bond to the Town.

Section 3: All applicants shall have the right to appeal any decision made by the Code Enforcement Officer herein to the Town Board within thirty (30) days of the filing of such decision with the Town Clerk's Office.

Section 4: This action shall take effect immediately.

**CODE ENFORCEMENT OFFICER
TOWN OF ANDES**

TOWN OF ANDES

Office of the Building Inspector
PO Box 132
Andes, New York 13731

APPLICATION FOR BUILDING PERMIT:

Under Town of Andes Local Law No. 1 for 1977.

The undersigned hereby applies for a permit to build, according to the following specifications, and for a certificate of occupancy when building has been completed and duly inspected by the **Building Inspector**.

I) TO BE FILLED OUT BY ALL APPLICANTS:

1. Application No. _____ Date of Application _____

2. Address (Proposed Building Site) _____

3. Tax Map Description _____

4. Fire Number _____

5. Owner:

Name _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

Phone: _____

6. Agent of Owner:

Name: _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

7. Insurance Carrier:

Name: _____ ID# _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

8. Nature of Work (check one): New Building _____
9. Major Repair _____ Alteration _____
10. Addition _____ Value of Improvement \$ _____
11. Date Work to Commence: _____
12. Does the proposed building activity include: (check one or more)
- _____ New Principal Structure
- _____ New Accessory Structure
- _____ Altered Principal Structure
- _____ New Accessory Structure
13. Lot Size: _____ Sq. Ft. / or _____ Acres
14. Habitable Living Area _____ Sq. Ft.
- Lot Coverage by Building _____ Sq. Ft.
15. Maximum Building Height _____ Feet.
16. Accessory Structures if any (list): _____
- _____
17. Parking Spaces to be provided: _____
18. Will Parking Spaces be Off-Street: _____ YES _____ NO
19. Existing Use and Occupancy: _____
- _____
20. Proposed Use and Occupancy: _____
- _____

II. **BUILDING PERMIT:**

INSTRUCTIONS

1. This application must be completed in two (2) copies, preferably by typewriter or ink.
2. All applicants for a building permit must fill out Part I completely.

3. All applicants for a **Building Permit** whose activity will take place in a flood hazard area must complete Part III.
4. All applicants for a **Building Permit** shall include with this application the following:
Two (2) copies of a layout or plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and accessory buildings to be erected, the location, grade and dimensions of any access drive, the location and type of water supply and sewage disposal facilities, present grade level of the property and any proposed grade level to which the property will be raised and lowered, any extension of the level area of the property due to filling with earth material, of adjacent water body or stream.
5. This application must be accompanied by the appropriate fee, based upon a schedule of fees available from the **Building Inspector**.
6. WORK MAY NOT BE COMMENCED BEFORE ISSUANCE OF A BUILDING PERMIT. AT THE TIME OF ISSUANCE OF SUCH PERMIT, A COPY OF THE APPROVED PLANS WILL BE RETURNED TO THE APPLICANT TO BE KEPT AT THE WORK SITE, AVAILABLE FOR INSPECTION THROUGHOUT THE PROGRESS OF WORK.

State of New York

County of _____

} S.S.#:

_____, applicant, being duly sworn, deposes and says that to the best of his knowledge, the statements contained in this application, together with the plans, specifications and any other supporting material submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Town of Andes Local Law No. 2 and all other laws pertaining to the proposed work shall be complied with, and that the work as described hereon is authorized by the owner.

Sworn to before me

this _____ day of _____, . . .

SIGNATURE OF APPLICANT

NOTARY PUBLIC

COUNTY

• **MUST APPLY FOR CERTIFICATE OF OCCUPANCY UPON COMPLETION** •

MANDATORY INSPECTIONS

1. Foundation footings, before pouring concrete.
2. Foundation walls, before pouring concrete.
3. Foundation water proofing and drainage, before backfill.
4. Concrete floor slabs, before pouring concrete.
5. Rough framing, building enclosed on exterior.
6. Rough electrical wiring installed and inspected by one of the following agencies:
 - A) New York Board of Fire Underwriters.
 - B) Atlantic – Inland, Inc. – New York
 - C) Middle Department Inspection Agency
7. Rough Plumbing installed and insulation installed, before closing any walls on the interior.
8. Septic system installed, inspected and approved by New York City Board of Water Supply, before covering system.
9. Fire inspection of heating system, chimneys, wood stoves, fireplace, smoke detectors, etc.
10. Final electrical inspection and approval by one of the agencies listed in item #6 above.
11. Final inspection by building inspector.

It is the responsibility of the contractor at the site to call for inspections (24) hours in advance, if possible.

Before issue of a Certificate of Occupancy, compliance with all of the above inspections is required.

TOWN OF ANDES

ANDES, NEW YORK 13731

Office of the Building Inspector
Ph.# 845-676-4707

BUILDING PERMIT FEE SCHEDULE TOWN OF ANDES EFFECTIVE MAY 1, 2004

1. SINGLE FAMILY DWELLING UNITS up to 1500 gross square feet of available living space as per schedule below:
 - A) Site built dwelling units per unit \$325.00
 - B) Factory Manufactured dwelling units per unit (modular) per unit 325.00
 - C) Multi-section mobile dwelling unit per unit 325.00
 - D) Single wide mobile dwelling unit per unit 225.00

Any of the above, add \$25.00 for each additional 100 sq. ft.
of fraction thereof over 1,500 square feet. Fee includes deck if
shown on plans when submitting application for permit.
Includes Certificate of Occupancy.
2. ADDITIONS, ALTERATIONS / RENOVATIONS / RESORATIONS /
CONVERSIONS of existing single family dwelling units.

\$.21 per gross square foot of area involved including porches & decks.
Minimum fee per unit 100.00
Includes Certificate of Occupancy.
3. DECKS & PORCHES

\$.21 per gross square foot Minimum fee 55.00
Includes Certificate of Compliance.
4. ACCESSORY STRUCTURES

New and / or additions to existing storage sheds, garages,
pole buildings, workshops and similar type buildings.
\$.21 per gross square foot Minimum fee 55.00
Detached buildings 140 sq. ft. or less EXEMPT
5. NEW COMMERCIAL, INDUSTRIAL, INSTITUTIONAL STRUCTURES

\$.285 per gross square foot of available space including porches
and decks. Minimum fee 425.00
Includes Certificate of Occupancy.

6. **ADDITION, ALTERATIONS, RENOVATIONS, RESTORATIONS, CONVERSIONS** of existing Commercial, Industrial, Institutional structures.
\$.285 per gross square foot of area involved
Minimum fee*****225.00
Includes Certificate Of Occupancy.
7. **CHIMNEY, FIREPLACE, WOODSTOVE INSTALLATIONS** *+ Boilers*
Includes Certificate Of Inspection***** 45.00
See { 9 NYCRR Sub. Chapter H, Part 1260.21 }
8. **NEW ROOF OR RE-ROOFING -**
NYS-CRR 1231.3 { D }***** 35.00
9. **DEMOLITION PERMIT - Required to demolish & dispose of existing structure**
Fee***** 55.00
10. **AGRICULTURAL PERMIT**
No permit required - must be a true agricultural business
11. **SWIMMING POOLS & ENCLOSURES**
See { 9 NYCRR subchapter 8, part 720 & 744
And 9 NYCRR subchapter F, section 1243.7F }
Fee***** 85.00
12. **INSPECTION OF BUILDINGS OF PUBLIC ASSEMBLY**
Part 444, Section 444.3, D { 3 } Fee*****35.00
13. **MISCELLANEOUS PERMITS**
Fee to be determined at time of application.
14. **PERMIT RENEWAL**
For each year in arrears*****25.00
Permit MUST be active BEFORE Issue of Certificates.
15. **REFUND POLICY**
In the event that an application for a building permit is not approved, or the applicant withdraws their application, the Applicant shall be entitled to a refund of 50% of the fee paid, provided NO WORK has commenced.
If work has started and the applicant is not approved or is Withdrawn, the fees paid shall NOT be refunded.
{ Town Law, Section 13-D }

NOTE: Gross footage shall be based upon outside dimension of building.

NOTE: Electrical Inspections are to be performed by a qualified Electrical Inspection Firm and are NOT a part of this inspection fee.

******IMPORTANT NOTICE******

It is the responsibility of the owner / applicant to keep this permit current and to notify this office upon completion of work. Failure to do so may violate Local Laws. If the inspection passes - a Certificate of Compliance and / or a Certificate of Occupancy will be issued.

Sincerely,

*Arthur B. Short
Town of Andes
Building Inspector / CEO*

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Application in duplicate, completed in it's entirety and notarized.
2. Plot plan, showing location of proposed construction, any accessory buildings, well or spring location, electrical service location, distance from property lines, adjacent property well, spring of septic system if within 100 feet of your property.
3. A letter of septic system approval from Board of Water Supply.
4. Two (2) complete sets of construction drawings including foundation. One set will be marked "accepted" and returned to the applicant to be kept at the construction site at all times.
5. Single wide mobile homes are required to complete a "Site plan review application" and have it reviewed by the planning board.
6. Applications for homes of 1,500 sq. ft. or more of available living space are required to have their plans stamped & signed by an architect registered in New York State.
7. Applications for ANY commercial building are required to have plans signed and stamped by an architect registered in New York State.
8. Obtain any required permits in order to access any State or County highway.
9. If your property is accessed via a right of way, provide proof of legal right to use this right of way.
10. Appropriate fee as determined by fee schedule.
11. Any other information deemed necessary and appropriate.

NOTE: Allow a minimum of fourteen (14) calender days for processing of a building permit application.

**ZONING AND BUILDING DEPARTMENT
TOWN OF ANDES
MAIN STREET P.O. BOX 132
ANDES, NEW YORK 13731**

Code EnforcementArthur B. Short
Telephone 845-676-4707

To All Contractors Operating In The Town Of Andes

The Workers compensation Law requires that before a New York State municipal agency, department, board, commission or office issues any permit or license, the applicant must submit to such agency or department , proof that the applicant has obtained the required Worker's Compensation and Disability Benefits coverage, or that the applicant is not required to provide coverage under these laws.

We have been notified by the State that we must start enforcing this law before issuing building permits.

Therefore, beginning January 1, 2000 no building permits will be issued until we have on file either certificates of insurance or proof that insurance is not required. Those who carry insurance should have their agent submit a Certificate made out to the Town of Andes and covering operation in the town. Those that do not carry insurance should have the enclosed form approved by the Compensation Board and file it in place of a certificate.

In hopes of preventing delay in the issuance of building permits we are setting up a master file of contractors certificates so that we will not have to get a new one with every permit. We are trying to send this letter to all the contractors in the area. However, if you know of anyone we missed it would be appreciated if you would let them know of this new requirement. If anyone has any questions let us know.

Very truly yours:

Arthur B. Short
Code Enforcement Officer

Please Read This Important Message From The Town Of Andes Code Enforcement Office

Recently, the Town of Andes has been experiencing an unusually high amount of building, including new housing starts, renovations, additions, alterations, all types of home construction.

As a result, the majority of reputable building contractors have found themselves “booked up” as much as two years in advance.

This has caused a shortage of professional tradesmen in this area, which has resulted in unqualified, untrained and in some cases, unscrupulous individuals claiming to be experienced tradesmen doing these jobs, which more often than not, ends up as a nightmare for not only the unsuspecting homeowner, but for the Town of Andes as well.

In an effort to avoid this type of situation, this office suggest that you follow these simple guidelines to protect yourself:

- (1) If you are looking for a home-builder, ask him how many homes in the area he has built, and request that he show you several of them. Also ask for a list of customers and contact these people and ask them questions about the job and the contractor. If you are planning only a small project, use the same procedure.**
- (2) If he is a general contractor he will have workers compensation on all employees. Also a liability policy. Insist on seeing copies of these documents.**
- (3) Feel free to contact the code enforcement officer at this office for advice on this issue. I know all of the contractors in this area and it is my responsibility to insure that the projects in the Town of Andes go smoothly.**

**Sincerely,
Arthur B. Short,
Code Enforcement Officer**

TRANSMISSION VERIFICATION REPORT

TIME : 07/03/2012 11:52

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)
RESULT
MODE

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