

77 Main Street  
PO Box 369  
Warwick, NY 10990  
(845) 986-2031 Ext. 107 FAX (845) 987-1215  
building@villageofwarwick.org

## BUILDING PERMIT - NO WATER AND SEWER

### Information Sheet

Please read and understand this information before signing your permit.

#### Important

##### The permit applicant and property owner:

1. Accepts the responsibility to perform all work in accordance to the description, plans, and specifications submitted. The applicant further agrees to perform all work in accordance with State and Local Building Codes and the Local Zoning Ordinance.
2. Understands that all electrical work will be inspected by a third party, certified Electrical inspector and must call and arrange for electrical inspections directly with the independently chosen Electrical Inspector. The building/property owner is responsible for obtaining the appropriate insurances and qualifications of the Electrical Inspector. The Village of Warwick assumes no responsibility or liability for electrical work. All electrical work must be performed by an Electrician licensed to perform electrical work in Orange County, N.Y.
3. Will submit the appropriate proof of Workers Compensation (no Accord forms).
4. Fees
  - Please see the Village of Warwick Schedule of Fees found on the Village's website: [www.villageofwarwickny.gov](http://www.villageofwarwickny.gov)
  - See attached Water & Sewer Permit Application.

##### Documentation required with the building permit

Two sets of plans signed and stamped by a design professional. One set of plans will be returned with the permit and must remain on site and available to the inspector.

Survey  
Site plan

##### Inspections

Inspections must be scheduled (phone or email) a minimum of 24 hours in advance.

**A certificate of occupancy will not be issued unless the inspections listed on page two are scheduled by the applicant and performed by the Code Enforcement Official. The applicant is responsible for closing out all permits.**

##### Documentation needed for a Certificate of Occupancy/Compliance

An updated survey (if the footprint of a structure has changed)

Design professional affidavit signed and stamped (page 3) if plans were submitted with the permit. Final electrical certificate

Certificate of Occupancy application (page 3)

The permit will be mailed to the property owner within 30 days after submission and is valid for one year.

The applicant understands and will submit the affidavit by a Registered Architect or Professional Engineer on all projects requiring a stamped plan when the project is completed (see page 3).

**\*All Applicants in the Historic District and ALL Commercial Properties must go before the AHDRB\***

***The applicant must notify the Building Department when the project is completed.  
Call "Dig Safely New York" Before Digging 1-800-962-7962***

## Building Department Fees

Category	Sub-Category	Type of Fee	Amount
Building Department	Building Permit	Commercial Construction and Residential of greater than 2 units	\$4,000.00 plus 0.5% of Construction Cost over \$200,000 with Construction Cost provided by a NY Licensed Architect or Engineer
Building Department	Building Permit	Residential 1 and 2 Family for Interior Space (New construction and additions)	\$1,000.00 plus \$0.75 per square foot over 1000 square foot conditioned space
Building Department	Building Permit	Interior Alterations and Renovations; Deck with Roof Structure	\$150.00 + \$0.50 per square foot
Building Department	Building Permit	Pool Inground	\$300.00
Building Department	Building Permit	New Deck without Roof Structure	\$200.00
Building Department	Building Permit	Shed, Fence, Generator, and ABOVE Ground Pool	\$150.00
Building Department	Building Permit	Solar Panels, Energy Storage, Solar Panels with Energy Storage	\$500.00

**Please retain this form with your records.**

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Address \_\_\_\_\_

**Inspections required**

Inspections must be scheduled (phone or email) a minimum of 24 hours in advance.

A certificate of occupancy will not be issued unless the following inspections are scheduled by the applicant and performed by the Code Enforcement Official. No two inspections can be combined:

Pre-permit site inspection Date of Inspection \_\_\_\_\_

Footing form inspection Date of Inspection \_\_\_\_\_

Foundation wall inspection Date of Inspection \_\_\_\_\_

Foundation waterproofing inspection Date of Inspection \_\_\_\_\_

Footing drain inspection Date of Inspection \_\_\_\_\_

Water and Sewer service inspection Date of Inspection \_\_\_\_\_

1. Both lines must be visible in approved trenches
2. Water service and the building sewer shall be separated by 5 feet of undisturbed earth
3. Water service must be under municipal pressure
4. Water service line must be 48 inches below grade

Pre-slab inspection (gravel, plastic, and wire mesh) Date of Inspection \_\_\_\_\_

Framing inspection to include sheathing (exterior) Date of Inspection \_\_\_\_\_

Roofing inspection Date of Inspection \_\_\_\_\_

1. Weather shield 2 foot above the winter warm side of the exterior wall

Gas line inspection Date of Inspection \_\_\_\_\_

1. Tested at no less than 1 1/2 times the proposed maximum working pressure but not less than 3 psig. Test duration shall be not less than 1/2 hour for each 500 cubic feet of pipe volume.

Electric rough (performed by a third party) Date of Inspection \_\_\_\_\_

Plumbing rough Date of Inspection \_\_\_\_\_

2. Water checked under pressure (Not less than 50 PSI or municipal pressure)
3. Waste and Venting (checked at 5 PSI for 15 minutes or water gravity test)

Fire inspection (fire stopping and fire caulk) Date of Inspection \_\_\_\_\_

Insulation inspection Date of Inspection \_\_\_\_\_

Sheetrock inspection (prior to taping and spackling) Date of Inspection \_\_\_\_\_

Final electrical inspection (performed by a third party) Date of Inspection \_\_\_\_\_

Final inspection Date of Inspection \_\_\_\_\_

**Please retain this form to keep track of your inspections**

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***This form must be submitted when the project has been COMPLETED in order to receive a Certificate of Completion.  
The property owner is responsible for submitting this form and closing the permit.***  
**Certificate of Occupancy/Compliance Application**

Building Permit Number: \_\_\_\_\_ Date of Permit: \_\_\_\_\_  
Address of Construction: \_\_\_\_\_ Section Block Lot: \_\_\_\_\_

***Property Owner Information***

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State and Zip: \_\_\_\_\_

The undersigned declares that the actual cost of construction is: \$ \_\_\_\_\_

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Affidavit by a Registered Architect or Licensed Professional Engineer**

*To be completed by a registered architect or licensed professional engineer when plans are submitted only.*

As per the Village of Warwick Local Law 49-7 subsection (10), I have examined the plans of the structure for which the certificate of occupancy is sought; I certify that the structure has been erected substantially in accordance with the approved plans and complies with the Village of Warwick Zoning Ordinances. The structure also complies with any approved subdivision or site plan except insofar as variations have been legally authorized. Such variation shall be specified on this affidavit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SEAL:

**Solar Panel (Photovoltaic and Solar Hot Water) Installer Affidavit**

*To be completed by the installer for Solar Panel Installations Only.*

The undersigned affirms that the Solar Panels, Photovoltaic or Solar Hot Water, installed on the roof, ground, or both at the address below, are installed in compliance with the panel manufacturers installation specifications, and the design professionals plans if required at the time of the permit application.

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Installation Company: \_\_\_\_\_ Installers Name: \_\_\_\_\_

Installers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### BUILDING PERMIT APPLICATION

Date Application Rcvd \_\_\_\_\_  
Chk# \_\_\_\_\_  
LI \_\_\_\_\_  
WC \_\_\_\_\_  
S&E \_\_\_\_\_ CC \_\_\_\_\_

Date: \_\_\_\_\_

**\*All Applicants in the Historic District and ALL Commercial Properties must go before the AHDRB\***

**\*Scan QR Code to see Historic District Map\***

**Property Owner Information: Are you in the Historic District? YES \_\_\_\_\_ NO \_\_\_\_\_**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**Architect or Engineer Information:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Location of Proposed Construction:**

Street Address: \_\_\_\_\_

Is this location in a floodway? \_\_\_\_\_ Is this location in a flood zone? \_\_\_\_\_

**Proposed Construction (use the back of this page if more space is needed):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

Permit Fee (basic) \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

Additional Fee: \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

Additional Fee: \$ \_\_\_\_\_ \*See Village of Warwick Schedule of Fees

Total Fee \$ \_\_\_\_\_

I certify that I am the property owner, or an agent of the owner, of the address listed on this application, and that the information provided is true and correct. I certify that I understand the terms of this application as stated on the information sheet and agree to all terms.

Date: \_\_\_\_\_ Property Owners Signature: \_\_\_\_\_