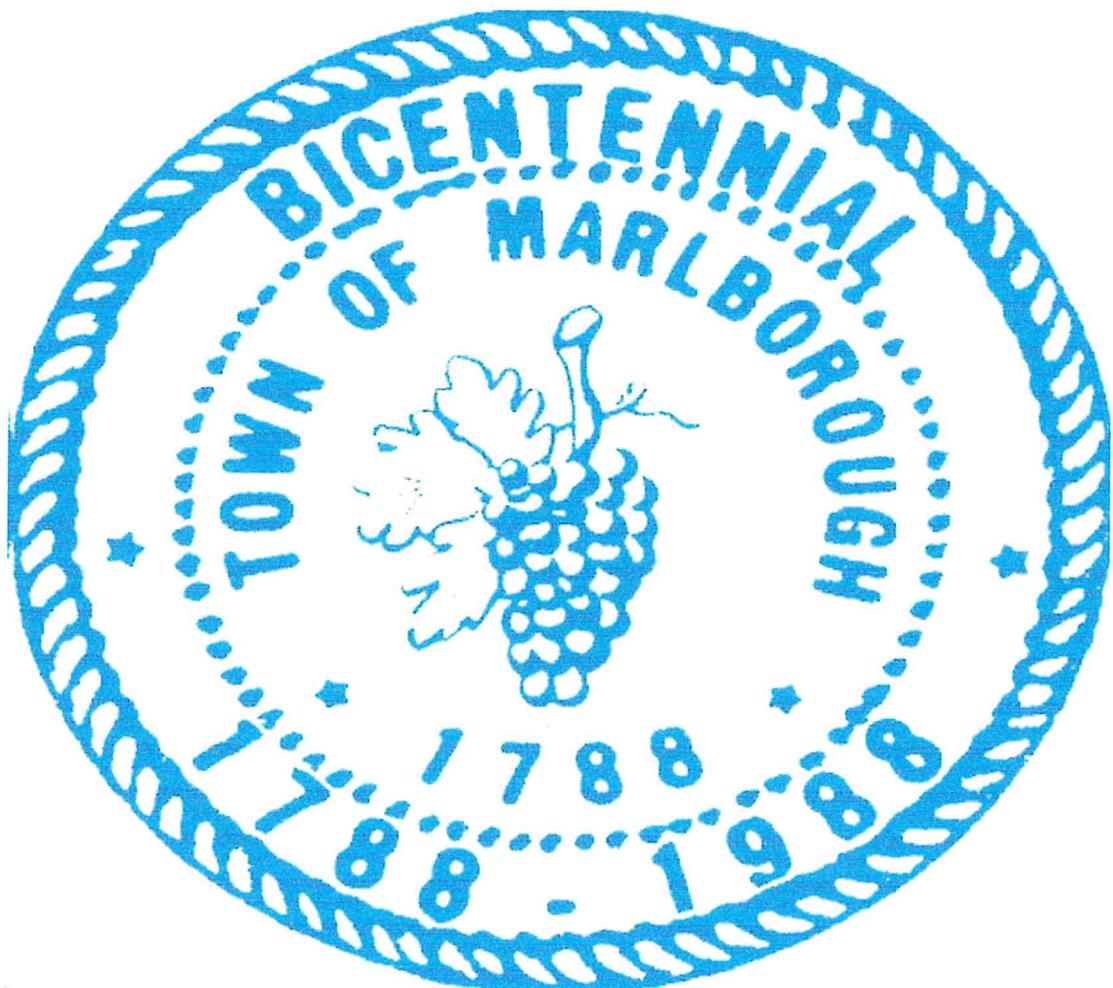


# TOWN OF MARLBOROUGH

## COMMERCIAL BUILDING PERMIT

21 MILTON TURNPIKE MILTON NY 12547

( 845 ) 795-2406 Extension #7



**THOMAS CORCORAN JR**  
*Building Inspector*  
*Code Enforcement Officer*  
*Fire Inspector*  
[tcorcoran@marlboroughny.us](mailto:tcorcoran@marlboroughny.us)

**PENNY CASHMAN**  
*Building Department Secretary*  
*Zoning Board Secretary*  
[pcashman@marlboroughny.us](mailto:pcashman@marlboroughny.us)

**TOWN OF MARLBOROUGH**  
**COMMERCIAL BUILDING PERMIT**  
**21 Milton Turnpike Milton, N.Y. 12547**  
**(845) 795-2406 Ext. # 7**

APPLICATION FOR BUILDING PERMIT WILL TAKE APPROXIMATELY 10 DAYS OR MORE FOR PROCESSING.  
NON-SUBMITTALL OF ALL REQUIRED FORMS AND/OR INFORMATION WILL DELAY PROCESSING.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS THE FOLLOWING CHECKLIST IS COMPLETED.

1. HAVE YOU COMPLETELY FILLED OUT YOUR APPLICATION AND SIGNED IN ALL NECESSARY SPACES. YES  NO
2. HAVE YOU SUBMITTED PROOF OF LAND OWNERSHIP? YES  NO
3. HAVE YOU SUBMITTED BOARD-OF-HEALTH APPROVALS AND/OR TOWN OF MARLBORO WATER AND SEWER PERMITS. YES  NO
4. HAVE YOU SUBMITTED COMPENSATION AND LIABILITIES INSURANCE OR NYS COMP WAIVER. WAIVER MUST BE COMPLETED AND RETURNED BEFORE PERMIT RELEASED. YES  NO
5. HAVE YOU SUBMITTED A CURRENT SURVEY OF THE PROPERTY OR COMPLETED THE PLOT PLAN PAGE IF A SURVEY IS NOT AVAILABLE. YES  NO
6. HAVE YOU SUBMITTED A LIST OF SUB-CONTRACTORS WITH NAMES, ADDRESSES AND PHONE NUMBERS. YES  NO
7. AN ENERGY CODE SHEET MUST BE SUBMITTED. YES  NO
8. THE REQUIRED FEE PAYABLE TO THE "TOWN OF MARLBOROUGH". YES  NO
9. HAS THE SITE INSPECTION BEEN DISCUSSED WITH THE BUILDING INSPECTOR? YES  NO
10. MANUFACTURED HOMES/MODULARS MUST BE NYS APPROVED AND HAVE A HUD STAMP WITH COMMISSIONER SIGNATURE. DATE ON THIS STAMP CANNOT BE MORE THAN 5 YEARS OLD. FOUNDATION PLANS MUST HAVE AN ARCHITECT OR ENGINEER SEAL WITH SIGNATURE. NAME OF MANUFATURER, MODULAR NUMBER AND MODEL MUST BE SUPPLIED. YES  NO
11. TWO SETS OF PLANS MUST BE SUBMITTED FOR ALL CONSTRUCTION. THESE PLANS MUST HAVE ENGINEER AND/OR ARCHITECT STAMP. UNDER NYS LAW SECTION 7307 AND 7209, PLANS REQUIRE THE SEAL AND SIGNATURE OF LICENSED ENGINEER OR ARCHITECT. YES  NO
12. SUBMISSION OF STORMWATER POLLUTION PREVENTION PLAN ( SWPPP ) YES  NO

CERTIFICATION BY APPLICANT

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Applicants Name \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_

# **Town of Marlborough**

## **Commercial Building Permit**

***THIS BUILDING PERMIT APPLICATION PERTAINS ONLY TO THE CONSTRUCTION  
BEING PERFORMED AT THIS TIME***

### **PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION**

- 1. COPY OF DEED ( PROOF OF OWNERSHIP )**
- 2. COPY OF CURRENT TAX BILL ( PROPERTY OR SCHOOL )**
- 3. TWO COPIES OF CONSTRUCTION PLANS ( ENGINEER STAMPED )**
- 4. COMPLETED AND SIGNED APPLICATION**
- 5. PROOF OF INSURANCE ( LIABILITY & WORKERS COMPENSATION ) WITH THE TOWN  
OF MARLBOROUGH LISTED AS THE ADDITIONAL INSURED / POLICY HOLDER**
- 6. WATER AND SEWER PERMIT ( ULSTER COUNTY BOARD OF HEALTH )**
- 7. STORM WATER PREVENTION PLAN ( SWPPP )**
- 8. CURRENT SURVEY OR PLOT PLAN**
- 9. HIGHWAY ROAD CUT PERMIT ( TOWN, COUNTY OR STATE )**
- 10. SITE PLAN APPROVAL**
- 11. SURVEY MAP WITH ALL BUILDING AND SETBACKS PLOTTED**

***\* THIS APPLICATION MUST BE COMPLETED IN FULL. IT IS NOT OUR RESPONSIBILITY  
TO FILL IN ANY BLANKS. ANY QUESTIONS PLEASE CONTACT OUR OFFICE.***

### **FAILURE TO COMPLETE APPLICATION IN FULL WILL DELAY PROCESSING**

Building permits are issued for one year with the optional renewal of up to two 6 month extensions. The extension fee will be \$200.00 plus half the cost of the original permit.

At completion, and prior to the issuance of a Certificate of Occupancy, there will be a Certificate fee.

### **PLEASE NOTE THE FOLLOWING**

The applicant shall notify the building department of any and all changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the building residential code of New York State. The authority conferred by such permit may be limited by conditions.

The building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the building and residential code of New York State or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

Upon approval of this application, the building inspector will issue a building permit to the applicant, such permit and approval plans and specifications shall be kept on the premises and available for inspection throughout the process of the work.

**TOWN OF MARLBOROUGH**  
**COMMERCIAL BUILDING PERMIT**  
***21 Milton Turnpike Milton, N.Y. 12547***  
**( 845 ) 795-2406 Ext. # 7**

**MEMORANDUM OF UNDERSTANDING**

1. Prior to application for Certificate of Occupancy, I understand I will have to submit a Certified Survey " **AS BUILT** " stamped by a New York State licensed Land Surveyor, Licensed professional Engineer or Registered Architect. On that survey I will plot all building and all construction ( with all setbacks ) including the well and septic tank with fields ( if applicable )
2. I understand and acknowledge that the State and Local Laws prohibit " **ANY TYPE OF OCCUPANCY** " without a Certificate being issued by the town.
3. I have read and understand the instructions on the Building permit application.

**Applicants Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicants Signature** \_\_\_\_\_

**TOWN OF MARLBOROUGH  
COMMERCIAL BUILDING PERMIT APPLICATION**

Date \_\_\_\_\_

**TYPE OF BUILDING :** \_\_\_\_\_

**Owner :** \_\_\_\_\_ Phone : (      ) \_\_\_\_\_  
Address: \_\_\_\_\_ Cell : (      ) \_\_\_\_\_  
\_\_\_\_\_ Email : \_\_\_\_\_

**Builder :** \_\_\_\_\_ Phone : (      ) \_\_\_\_\_  
Address: \_\_\_\_\_ Cell : (      ) \_\_\_\_\_  
\_\_\_\_\_ Email : \_\_\_\_\_

**Tax Map :** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address of Building Permit: \_\_\_\_\_

Nature of Work : \_\_\_\_\_

**Name of Architect / Engineer :** \_\_\_\_\_  
Address : \_\_\_\_\_

**PERMIT USE :** Group A Assembly    Group B Business    Group E Education    Group F Factory  
Group I Industrial    Group M Mercantile    Group R Residential    Group S Storage

**BASEMENT :** Full Finished    Full Unfinished    Slab    Crawl Space

**CONSTRUCTION :** Steel    Wood    Concrete    Block    Brick    Other \_\_\_\_\_

**FOUNDATION :** Concrete    Block    Stone    Brick    Piers    Other \_\_\_\_\_

**ROOFING :** Asphalt    Metal    Tile    Wood    Other \_\_\_\_\_

**EXTERIOR WALLS :** Wood    Concrete    Brick    Block    Other \_\_\_\_\_

**PORCHES & DECKS :** Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

**HEAT :** Oil    Gas ( Propane / Natural )    Electric    Solar    Other \_\_\_\_\_

**WATER :** Public    Private    **SEWER :** Public    Private

**ESTIMATED COST :** \$ \_\_\_\_\_

**DIMENSIONS :** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**FIRE PROTECTION :** Fire Alarm with Central Station YES - NO    **Sprinklers :** WET - DRY

**SQUARE FOOTAGE :** \_\_\_\_\_ **NUMBER OF STORIES :** \_\_\_\_\_

**TOWN OF MARLBOROUGH**  
**COMMERCIAL BUILDING PERMIT**

**PLOT PLAN**

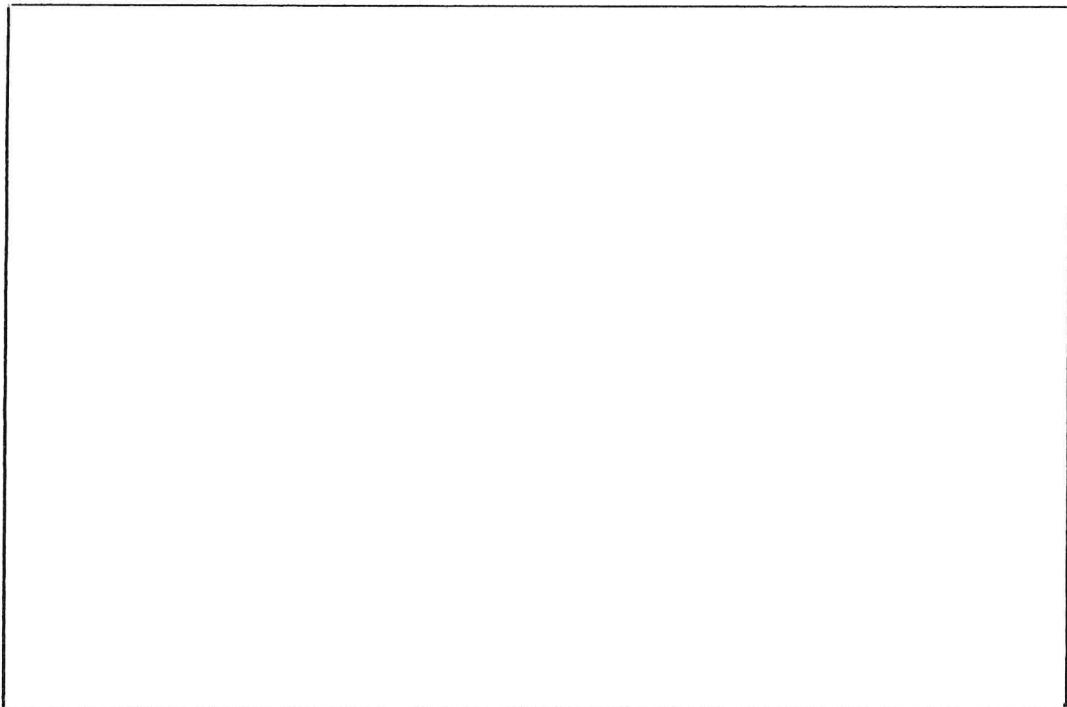
SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

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

**SHOW THE FOLLOWING ON THE PLOT PLAN :**

*\* THE OUTSIDE LINES ARE THE PROPERTY LINES*

- 1) Show ALL the buildings on the property
- 2) Show the new construction on the property and ALL setbacks ( distance in feet from the property lines )
- 3) Show ALL roads and driveways
- 4) Show septic leech field and well
- 5) Attach survey to application



Applicants Signature \_\_\_\_\_

**\* This application must meet the Code of the Town of Marlborough**

**Section 155 - Schedule 1 - Lot, Yard and Height Regulations**

Owners Name \_\_\_\_\_

Site Location \_\_\_\_\_  
\_\_\_\_\_

Telephone : Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

---

**FOR BUILDING DEPARTMENTS USE ONLY**

Type of Inspections :

- 1. SETBACKS**
- 2. FOOTING BEFORE POURING**
- 3. FOUNDATION WALLS**
- 4. SLAB BEFORE POURING**
- 5. PERIMETER DRAINS**
- 6. FRAMING**
- 7. ELECTRIC BEFORE ENCLOSING**
- 8. PLUMBING BEFORE ENCLOSING & TEST SYSTEM**
- 9. FIRE BLOCKING / AIR INFILTRATION BEFORE INSULATION**
- 10. INSULATION BEFORE ENCLOSING**
- 11. CHIMNEY & WOOD STOVE**
- 12. HEATING APPARATUS**
- 13. WATER / SEWER FINAL**
- 14. ENERGY CODE CERTIFICATION**
- 15. FINAL ELECTRIC**
- 16. CERTIFIED " AS BUILT "**
- 17. 911 ADDRESS NUMBERS**
- 18. GAS CERTIFICATION**
- 19. WATER TEST**
- 20. FINAL COMPLETION**

**INSPECTOR'S COMMENTS** \_\_\_\_\_

---

---

---

**TOWN OF MARLBOROUGH BUILDING DEPARTMENT  
#21 MILTON TURNPIKE, PO BOX 305, MILTON, NEW YORK 12547  
PHONE #(845)795-2406 FAX #(845)795-6171  
EXT 7**

**THOMAS CORCORAN  
BUILDING/FIRE INSPECTOR  
CODE ENFORCEMENT OFFICER**

- \*ALL INSPECTIONS REQUIRE A 24 HOUR NOTIFICATION (NO EXCEPTIONS)  
\*\$50.00 PENALTY WILL BE ASSESSED FOR WORK NOT READY AT INSPECTION  
\*UNDER NO CIRCUMSTANCE WILL CONCRETE BE POURED WITHOUT INSPECTION**  
**\*NO ONE IS PERMITTED TO OCCUPY ANY BUILDING CONSTRUCTED UNDER A BUILDING PERMIT  
WITHOUT A CERTIFICATE OF OCCUPANCY**

**INSPECTIONS**

- |   | <b>WHEN</b>  |
|---|--|
| 1) SETBACKS & FOOTINGS  | BEFORE POURING ANY FOOTINGS  |
| 2) FOUNDATION/SLAB  | BEFORE POURING   |
| 3) PERIMETER DRAINS, PARGING<br>AND WATERPROOFING             | BEFORE BACKFILL  |
| 4) FRAMING  | BEFORE COVERINGS (IE: TYVEK)   |
| 5) ROUGH ELECTRIC   | BEFORE INSULATION/ENCLOSING  |
| 6) ROUGH PLUMBING   | BEFORE INSULATION TO INCLUDE<br>TEST OF WASTE AND DOMESTIC<br>WATER.                                 |
| 7) FIRE BLOCKING  | BEFORE INSULATION  |
| 8) INSULATION   | BEFORE ENCLOSING WALLS   |
| 9) CHIMNEY  | BEFORE ENCLOSING WALLS   |
| 10) HEATING APPARATUS   | UPON COMPLETION TO INCLUDE BACK<br>FLOW PREVENTER, LOW WATER CUT<br>OFF & FRESH AIR INTAKE PER CODE. |
| 11) CERTIFIED SURVEY "AS BUILT"<br>TO INCLUDE SEPTIC LOCATION | ANYTIME BEFORE FINAL   |
| 12) 911 ADDRESS NUMBERS                                       | CONTACT INSPECTOR  |
| 13) FINAL   | AT CONSTRUCTION COMPLETION<br>INCLUDE: FINAL ELECTRIC CERTIFICATE<br>FINAL BOARD OF HEALTH           |

**NOTE: OTHER INSPECTIONS MAY BE REQUIRED AT THE DISCRETION OF THE BUILDING  
INSPECTOR. (IE: DECK FOOTINGS & FRAMING, STEEL, WELDING, CONCRETE)**

**INSPECTION AGENCIES**  
**APPROVED BY THE TOWN OF MARLBOROUGH**

<b>Electrical Underwriter</b>	<b>Ernie Bello</b>	<b>569-1759</b>
	<b>Nicholas Romano</b>	
<b>NY Certified Electrical Inspectors LLC</b>	<b>Jerry Caliendo</b>	<b>294-7695</b>
<b>Tri State</b>	<b>Lou Ambrosia</b>	
	<b>Vinny Ambrosia</b>	<b>544-2180</b>
	<b>Al Shauger</b>	
<b>Commonwealth</b>	<b>Ron Henry</b>	<b>562-8429</b>
<b>NY Electrical Inspectors</b>	<b>Greg Murod</b>	<b>586-2430</b>
<b>Middle Department (MDIA)</b>	<b>Pete Jennings</b>	<b>518-610-8133</b>
<b>Z3 Consultants Inc.</b>	<b>Gary Beck</b>	<b>471-9370</b>
<b>Swanson Consulting</b>	<b>Joe Swanson</b>	<b>496-4443</b>
<b>NY Electrical Inspections &amp; Consulting</b>	<b>John Wierl</b>	<b>343-6934</b> <b>551-8466</b>
<b>New York Board</b>	<b>Pat Decina</b>	<b>298-6792</b>
<b>CP Certified Electrical</b>	<b>Chris Peone</b>	<b>853-3202</b>
<b>LM Electrical &amp; Consulting Corp.</b>	<b>Logan Millington</b>	<b>202-2651</b>
<b>SAS Electrical Inspections</b>	<b>Yuri Badovich</b>	<b>801-2172</b>
<b>Inspections On Time</b>	<b>Maria Mendez</b>	<b>233-6711</b>

***ANY OTHER INSPECTOR'S OTHER THAN THOSE LISTED ABOVE DO NOT HAVE AUTHORIZATION  
TO DO INSPECTIONS IN THE TOWN OF MARLBOROUGH***

**\* No Area Code Listed Defaults to 845**

**TOWN OF MARLBOROUGH**  
PO Box 305 Milton NY 12547  
“ Heart Of the Hudson Valley Fruit Section”  
MILTON, ULSTER COUNTY, NEW YORK 12547  
DEPARTMENT OF BUILDINGS

TEL NO. 795-2406 Ext. # 7  
FAX NO. 795-6171

**THOMAS CORCORAN JR.**  
BUILDING INSPECTOR  
CODE ENFORCER  
FIRE INSPECTOR

**Third Party Energy Code Certification Inspectors**

***HOME ENERGY CONSULTANTS - RON SAMUELSON*** (845) 635-8302  
***CERTINSPECTORS - SCOTT SASO*** (845) 849-5696

\* This is a **MANDATORY** Inspection

\* Any **CERTIFIED** third party inspector is acceptable. These are the only two that have submitted paperwork to the building department as of the date of this printing.

# Dig Safely. New York

Dig Safely and Dig Safely. New York are used under license from Dig Safe System, Inc.

**800-962-7962**

[www.digsafelynewyork.com](http://www.digsafelynewyork.com)



*What You Should Know Before Getting In Too Deep*

**If Someone is Planning To Dig On Your  
Property, Or You Are Doing The  
Excavation . . . Please Do Your Part!**

### Look For:

- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings and Covers

*When you call, please have the following  
information available:*

- Municipality – county, city or township
- Location – street address
- Nearest intersection of streets and roads
- Extent of work      ■ Type of work
- Start date and time excavation is scheduled to begin
- Caller's name
- Excavator/contact person and phone number

**Even When All Precaution Are Taken,  
Accidents Can Still Happen. If An  
Underground Facility Is Hit Or Even  
Scrapped, Please Notify The Facility  
Operator.**

# Dig Safely. New York

- Call Before You Dig
- Wait The Required Time
- Confirm Utility Response
- Respect The Marks
- Dig With Care

**800-962-7962**

[www.digsafelynewyork.com](http://www.digsafelynewyork.com)