



**TOWN OF EAST FISHKILL
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533
(845) 221-2427 Fax (845) 227-4018
<http://www.eastfishkillny.gov>

FINISHED BASEMENT APPLICATION REQUIREMENTS

ALONG WITH THE COMPLETED APPLICATION, PLEASE PROVIDE THE FOLLOWING ITEMS:

- 2 SETS OF EXISTING AND PROPOSED PLANS INDICATING SQUARE FOOTAGE. Include Name, Address and Phone Number.

INFORMATION REQUIRED ON ALL PLANS:

- DIMENSION AND LABEL ALL ROOMS WITH PROPOSED USAGE.
- INCLUDE MEASUREMENTS OF ALL WINDOWS & DOORS
- EMERGENCY ESCAPE /RESCUE OPENINGS
- CEILING HEIGHTS
- NUMBER AND LOCATION OF SMOKE / C.O. DETECTORS
- ADEQUATE LIGHT AND VENTILATION
- STAIR AND HANDRAIL DETAILS
- FRAMING DETAILS
- PLUMBING DETAILS
- FIRE SEPARATION BETWEEN GARAGE AND HABITABLE SPACE, If applicable.
- BOILER ROOM SEPARATION
- BOILER (fresh air required from outside)

- INSURANCE FORMS FROM CONTRACTORS OR “SELF” (See insurance info in permit application packet. Forms must be submitted with application. No faxing/emailing.).

- IF APPLICANT IS NOT THE HOME OWNER/PROPERTY OWNER, AN ORIGINAL, SIGNED, NOTARIZED LETTER FROM THE OWNER WILL BE REQUIRED GRANTING PERMISSION TO APPLY FOR PERMIT. (Applicant may obtain signature on application from owner, thus notarized letter not required.)

- FEE: PLEASE SEE THE CURRENT FEE SCHEDULE

CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL

Note: Construction without a permit is double the fee

An electrical inspection is required from a New York State Certified Electrical Inspector registered with the Town of East Fishkill. A complete list of Electrical Inspectors can be found with our Building Permit Application.

***If bedrooms are being added, Board of Health approval may be required.**