



**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>

MOBILE HOME APPLICATION REQUIREMENTS

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

- 3 COPIES OF STAMPED/SEALED PLOT PLANS (SURVEY) SHOWING LOCATION OF MOBILE HOME WITH FRONT, SIDE AND REAR SETBACKS NOTED. PLOT PLAN REQUIREMENTS CAN BE OBTAINED AT THE BUILDING DEPARTMENT OR ONLINE. Include Name, Address and Phone Number.
- 2 COPIES OF PLANS (MANUFACTURER'S SPECIFICATIONS / BROCHURE)
- NYS CERTIFIED ANCHORING / FOUNDATION PLAN
- NYS DOS INSTALLATION CERTIFICATION FOR INSTALLER
- PLANNING BOARD APPROVAL, IF REQUIRED, Subject to Town Code Chapter 131.
- 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. ENGINEERING FEES MAY APPLY.
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL

Note: Construction without a permit is double the fee