



**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>

**COMMERCIAL BUILDINGS/ADDITIONS
APPLICATION REQUIREMENTS**

THIS OFFICE MUST RECEIVE AN APPROVED SITE PLAN FROM THE PLANNING BOARD BEFORE AN APPLICATION TO BUILD A NEW BUILDING CAN BE SUBMITTED. ADDITIONS MAY REQUIRE ARCHITECTURAL REVIEW BOARD, PLANNING BOARD OR ZONING BOARD APPROVALS.

ALL APPLICATIONS NEED TO INCLUDE:

- Completed Permit application (*all lines filled out*)
- Dutchess County Health Application completed (*if required*)
- New Business or Change of Use Form (*attached if required*).
- Workers Compensation and Liability insurance
- 911 form to be completed and faxed
- Two sets of plans
- Builder's setback agreement
- Truss type construction (indicate location, roof or floor)
- If applicant is not the property owner, a signed, notarized letter from the owner granting permission to apply for the permit (*applicant may obtain signature from owner on application, eliminating need for notarized letter*)
- 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: As-Built Fee
- Truss Construction Fee (if applicable) [sec. 19NYCRP part 1264] PLEASE SEE THE CURRENT FEE SCHEDULE