



**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



DUTCHESS COUNTY HEALTH DEPARTMENT
 85 Civic Center Plaza, Suite 106
 Poughkeepsie, NY 12601
 845-486-3404 email: ehs@dutchessny.gov

Sewer/Water Adequacy Change of Use

Instructions: **Applicant** to complete Section A, then submit to Dutchess County Department of Health.

SECTION A. APPLICANT / OWNER / PROJECT INFORMATION

Applicant / Owner Information:

Name: _____ Phone: _____

Applicant Address: _____ Email: _____

Proposed Use Information:

Business Name: _____ Business Phone: _____

Business Address: _____ Tax Map No.: _____

Water Supply and Sewage Disposal: circle all that apply to the property

WATER SOURCE: PWS/Central Water or Well **SEWAGE:** Central Sewer or On-site Septic System

GREASE TRAP: Yes or No If Yes, is Grease Trap: Interior or Exterior GT Size: _____ gals

Capacity Worksheet:

Applicant: complete boxed area of table below. The shaded area will be completed by DCDOH.

EXISTING OR PROPOSED*	SUITE/ UNIT (A)	FLOOR AREA (FT ²)	BUSINESS NAME	TYPE OF USE	UNIT OF MEASURE (seats, emp, sta)	UNITS (#)	HYDRAULIC LOADING RATE (gpd/unit)	WATER SAVING FIXTURE MULTIPLIER (PER CODE)	DESIGN FLOW OR ACTUAL METERED FLOW (GPD)
TOTAL DESIGN FLOW:									
SYSTEM CAPACITY:									
REMAINING CAPACITY:									

*ATTACH ADDITIONAL SHEETS OR INFORMATION AS NECESSARY (I.E. METER DATA OR EXTRA SUITES)

SECTION B. HEALTH DEPARTMENT USE ONLY

DCHD Project Number _____ Approval Date _____ Flow _____

SDS type _____ Water Source _____ PWS Number _____

Existing Capacity Analysis or Approved Plan Available? YES or NO

Determination: Capacity is Adequate Engineering Evaluation/Design Needed EHS Permits Needed

DCHD Permits Required: _____

DCHD Engineer: _____ Date _____ Signature _____

DCHD DWEP: _____ Date _____ Signature _____

DCHD Sanitarian: _____ Date _____ Signature _____

COPY to Building Inspector: _____ Date _____ Signature _____

COPY to Sr. Sanitarian: _____ Date _____ Signature _____

Additional information regarding this form:

- *Some projects may require supporting documentation including floor plans, engineering plans, engineering reports, etc.*
- *You may be required to retain the services of a NYS Licensed professional engineer for your project if the above information is not conclusive for capacity determination.*



TOWN OF EAST FISHKILL
PLANNING AND ZONING DEPARTMENT

330 Route 376, Hopewell Junction, NY 12533
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http://www.eastfishkillny.gov

NEW BUSINESS OR CHANGE OF USE FORM

Information is hereby requested by the Code Enforcement Division for any and all Use or Tenancy Changes in an Existing Building. It is further agreed that if a Building Permit and Certificate of Occupancy is required, the premises will not be occupied until the Certificate of Occupancy has been issued and all fees are paid in full. The property owner agrees to comply with all applicable Laws, Ordinances and Regulations.

Site Data:

Section Block Lot Zone:

Street Address:

Property Owner Information:

Name:
Address:
Phone: Mobile:
E-mail:

Tenant Information:

Business Name: Contact Name:
Address:
Phone: Mobile:
E-mail:

Site Information:

Describe Existing/Previous Use:
Describe Proposed Use:
Existing Tenant Area: s.f. Proposed Tenant Area: s.f.
Total Floor Area in Building / Complex: s.f.
Existing Number of Parking Spaces in Plaza / Complex: Proposed Parking Demand:
Describe all Other Occupancies in the Building or On-site (list below or attach Tenant list)
Description (Name of Business, Use, Suite Number, Square Footage):

Authorization:

Owner's Name Signature Print

State of County of
being duly sworn deposes and says that all statements are true
to the best of their knowledge and belief.

Notary Public

***** DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY *****

Building Department Reviewed By: Date:
Site Plan Approval Required: No Yes Referred to Zoning Administrator / Town Planner: No Yes Date:



**Dutchess County
Department of Emergency Response
Address Request Form**



Office Phone: (845) 486-2080
392 Creek Road, Poughkeepsie, New York 12601

Fax Number: (845) 486-3998
addressing@dutchessny.gov

Name of Firm/Person requesting address _____

Contact person _____ Date: _____

Phone #: _____

Email: _____

TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:

1. Type of Structure: () Single-family () Commercial () Government
() Multi-family () Mobile Home () Accessory Use
() Other _____

2. Real Property Tax Parcel Grid Number:

13 _____ - _____ - _____ - _____
Swis code (4) Section (4) Block (2) Lot (6) Suffix (4)

Filed Map Number (if available): _____ Lot # _____

3. Parcel old address (if applicable):

4. **Attach a plot plan showing actual location of driveway:**

=====

To be completed by Addressing Staff:

New assigned 9-1-1 address: _____

Assigned by: _____ Date Assigned: _____

Highlights of the Dutchess County

9-1-1 Address Sign Law

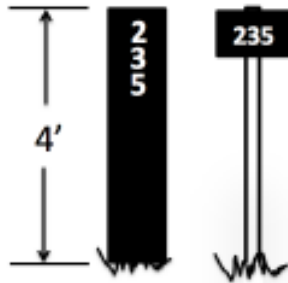
- New address number must be affixed to the structure near the main entrance of the structure
- If the structure is more than 50 feet from the road, or when the entrance of the building is not visible from the road, the numbers shall be placed on a rigid post at the end of the driveway
- The post and numbers must be visible from the road, upon approach from any direction
- A mailbox may be used in place of a rigid post
- Old address numbers must be removed
- Residential and Business address numbers shall not be less than 4 inches in height
- Numbers must be made of a durable and clearly visible material
- Material should be reflective if possible
- Apartments, townhouses, shopping centers or other similar groups, where only one number is assigned, shall display their address number at the main entrance
- Numbers for individual units or establishments within the complex, shall be displayed on, above or to the side of the main doorway to each unit

CHOICES FOR PLACING ADDRESS NUMBERS

1. Place the numbers at the entrance to the home or structure.
2. If the home or building is more than 50 feet off the road or the entrance is not visible from the road, an address must be displayed on a post at the end of the driveway:



RIGID POST by the corner of your driveway, with large REFLECTIVE NUMBERS, on both sides, to face traffic from both directions.



GOOD POST

4 feet high, 4 inch reflective numbers on both sides, facing traffic



BAD POST

Too low and post will be covered by snow or snow plow and non-reflective

Or, IF the mailbox is at the road on the same side as the building, it can be used instead of a post to display the address.



Put reflective numbers here so they will not be covered by snowfall



If post is tall, put numbers on the top of the post

NUMBERS MUST BE ON BOTH SIDES OF THE POST OR MAILBOX SO AS TO BE VISIBLE WHEN APPROACHING FROM EITHER DIRECTION



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BUILDER SETBACK AGREEMENT

I am constructing a house on _____ and am aware of the required setbacks. I am further aware that the following “As-Built” surveys will be required:

- Foundation “As-Built” Survey (2 copies): This survey is required after foundation has been poured and *prior to* any framing (or setting if a modular home). It must be submitted by the builder/permit holder and is reviewed to ensure that the foundation location conforms to the filed/approved plans and property lines. This survey must be approved before any further work may be done on the property. I understand that a “Stop Work Order” will be issued if I do not supply the Building Department with the “As-Built” at the appropriate time.
- Final “As Built” Survey (2 copies): This survey is required upon completion of construction and will be supplied to the Building Department for review and approval *prior to* a Certificate of Occupancy and will include, but not necessarily be limited to, overhangs, chimneys and other structural attachments such as decks and porches.

Furthermore, I fully understand that I will not receive any variances from the Zoning Board of Appeals for new construction, which does not meet the required setbacks.

SIGNATURE OF BUILDER/OWNER

NAME (PRINTED) OF BUILDER/OWNER

TEXT OF RULE
Effective December 29, 2004
19 NYCRR Part 1264

Subchapter C of Chapter XXXIII of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York is amended by adding a new Part 1264 to read as follows:

Part 1264

IDENTIFICATION OF BUILDINGS UTILIZING TRUSS TYPE CONSTRUCTION

1264.1 Introduction. Section 382-a of the Executive Law provides that commercial and industrial buildings and structures that utilize truss type construction shall be marked by a sign or symbol that informs persons conducting fire control and other emergency operations of the existence of truss construction. Section 382-a further directs the State Fire Prevention and Building Code Council to promulgate rules and regulations it deems necessary to carry into effect the provisions of the statute. This Part establishes certain requirements pertaining to the identification of buildings and structures that utilize truss type construction.

1264.2 Enforcement. (a) Subdivision 4 of section 382-a of the Executive Law directs local governments to provide for enforcement of the statute. Enforcement of section 382-a of the Executive Law shall include enforcement of the provisions of this Part. A fee of fifty dollars shall be paid by the owner of a building with truss type construction to the authority having jurisdiction for enforcement of section 382-a of the Executive Law prior to the issuance of a building permit.

(b) This Part shall not apply within a city with a population of one million or more persons.

1264.3 Definition. For the purposes of this Part, truss type construction shall mean a fabricated structure of wood or steel, made up of a series of members connected at their ends to form a series of triangles to span a distance greater than would be possible with any of the individual members on their own. Truss type construction shall not include:

- (1) individual wind or seismic bracing components which form triangles when diagonally connected to the main structural system; and
- (2) structural components that utilize solid plate web members.

1264.4 Identification of truss type construction. (a) Truss type construction shall

be identified by a sign or signs in accordance with the provisions of this Part.

(b) Signs shall be affixed where a building or a portion thereof is classified as Group A, B, E, F, H, I, M, or S occupancy, and in hotels and motels classified as Group R-1 or R-2 occupancy, in accordance with the provisions for the classification of buildings set forth in chapter 3 of the Building Code of New York State (see 19 NYCRR Part 1221).

(c) Signs shall be provided in newly constructed buildings that utilize truss type construction and in existing buildings where an addition that extends or increases the floor area of the building utilizes truss type construction. Signs shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance.

(d) Signs identifying the existence of truss construction shall consist of a circle 6 inches (152.4 mm) in diameter, with a stroke width of ½ inch (12.7 mm). The sign background shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187. Where a sign is directly applied to a door or sidelight, it may be a permanent non-fading sticker or decal. Signs not directly applied to doors or sidelights shall be of sturdy, non-fading, weather resistant material.

(e) Signs identifying the existence of truss construction shall contain the roman alphanumeric designation of the construction type of the building, in accordance with the provisions for the classification of types of construction set forth in section 602 of the Building Code of New York State (see 19 NYCRR Part 1221), and an alphabetic designation for the structural components that are of truss construction, as follows:

"F" shall mean floor framing, including girders and beams

"R" shall mean roof framing

"FR" shall mean floor and roof framing

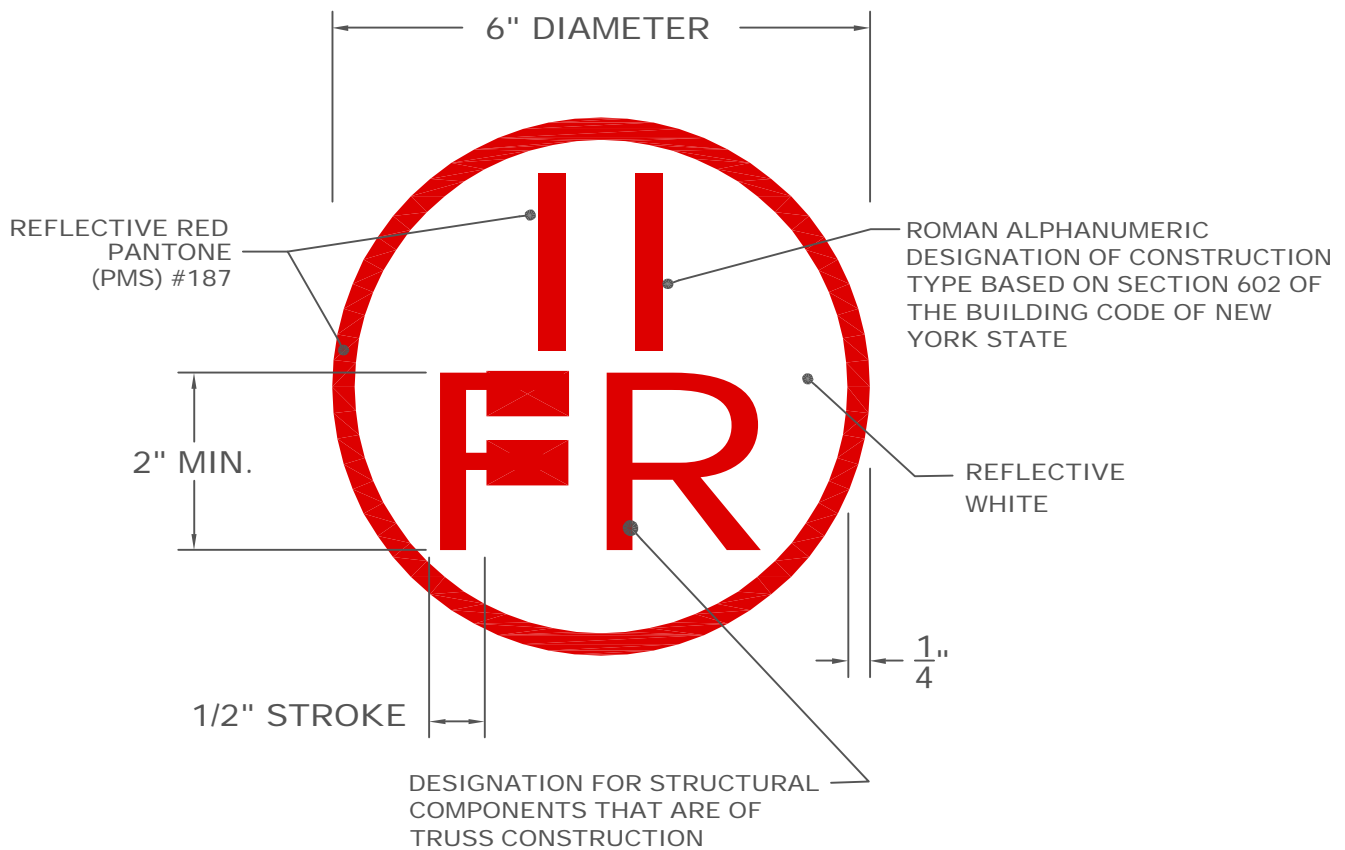
The construction type designation shall be placed at the twelve o'clock position over the structural component designation, which shall be placed at the six o'clock position.

(f) Signs identifying the existence of truss construction shall be affixed in the locations specified in Table I-1264.

TABLE I-1264
TRUSS IDENTIFICATION SIGN LOCATIONS

Sign location	Sign placement
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached to the door, or attached to a sidelight or the face of the building, not more than 12 inches (305 mm) horizontally from the latch side of the

	door jamb, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Multiple contiguous exterior building entrance or exit discharge doors	Attached at each end of the row of doors and at a maximum horizontal distance of 12 feet (3.65M) between signs, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface
Fire department hose connections	Attached to the face of the building, not more than 12 inches (305 mm) horizontally from the center line of the fire department hose connection, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

TRUSS IDENTIFICATION SIGN
 COMPLIANCE WITH 19 NYCRR PART 1264

NOT TO SCALE



EXAMPLE TRUSS IDENTIFICATION SIGN DATE:03/08/2005

NEW YORK STATE DEPARTMENT OF STATE
 DIVISION OF CODE ENFORCEMENT
 AND ADMINISTRATION



TOWN OF EAST FISHKILL
330 Route 376, Hopewell Junction, NY 12533
<http://www.eastfishkillny.gov>

Nicholas D'Alessandro
Town Supervisor
Town Board
Craig Arco
Marianne Flores
Tom Franco
Emanuele Marinaro

Fire Advisory Board **Standard Site Plan Requirements**

Requirements:

1. Install a monitored Fire Alarm System
2. Install a KNOX Key Box and populate with keys to open any building doors (inside and out) (see Attachment 1).
3. Locate any refuse container a minimum of 35 feet from the building or contain it in a fire resistive enclosure.
4. Any installed fire hydrants should have a 5" STORZ fitting on the steamer discharge.
5. Provide appropriate radius on site property for EFFD Tower Ladder (see Attachment 2).

Attachment 1: How to Order a Knox Box

East Fishkill Fire District

To make an appointment to have initial keys installed or to update the keys in the Knox Box please contact the East Fishkill Fire District at (845) 226-1652

How to Order Knox Box

To Order Online

Step 1:

Go to
Knoxbox.com/11000

Step 2:

Select your product
and add to cart.

Step 3:

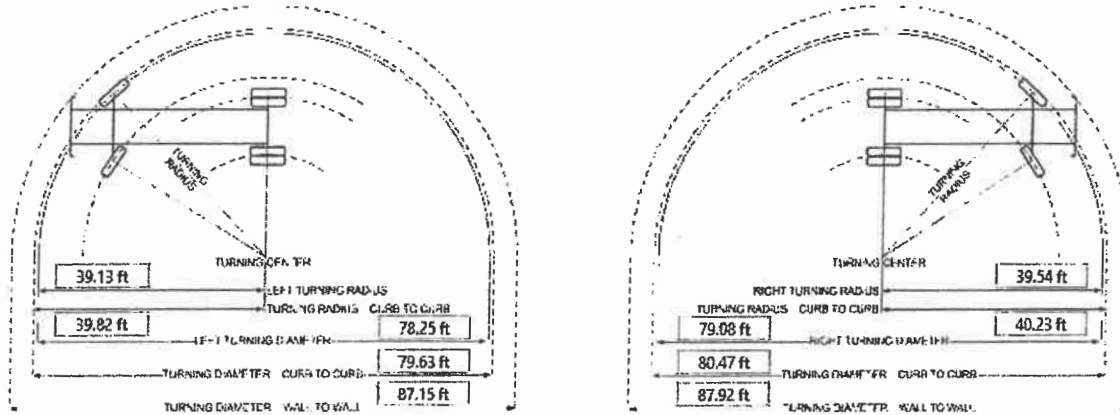
Confirm product installation address.
Then complete your purchase or continue shopping.

To Order By Phone:

1-800-552-5669

Please contact KNOX Customer Service
for online ordering assistance.

Attachment 2: Turning Radius Requirements for Fire *Turning Radius* Apparatus



The turn radius is an estimate given for reference only. Real world results depend on tire type, speed, weight distribution, alignment, air fig. tolerance stackups, turnstop settings, etc. The chassis manufacturer makes no claim as to the accuracy of this tool.

End User Name	East Fishkill Fire District
Chassis Model	0100-012 Gladiator
Wheelbase	260.00 in
Bumper Extension	8.00 in
Bumper Width	104.40 in
Left hand outside tire turn angle	30.90 deg
Right hand outside tire turn angle	31.30 deg
Left hand Curb-to-Curb turning radius	39.82 ft, 12.14 m
Right hand Curb-to-Curb turning radius	40.23 ft, 12.26 m
Left hand Wall-to-Wall turning radius	43.58 ft, 13.28 m
Right hand Wall-to-Wall turning radius	43.96 ft, 13.40 m