



**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>

ACCESSORY UNIT APPLICATION REQUIREMENTS

COMPLETE APPLICATION FOR:

AN ALTERATION/RENOVATION

or...

A FINISHED BASEMENT

or...

AN ADDITION

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

- 2 SETS OF PLANS INDICATING SQUARE FOOTAGE. (PLANS MUST BE STAMPED IF 500 SQ. FT. AND OVER.) Include Name, Address and Phone Number.

** PLANS MUST BE LEGIBLE AND SHOW ALL STRUCTURAL COMPONENTS: FOOTINGS, FOUNDATION, FLOOR JOISTS, RAFTERS, CEILING JOISTS, ETC. INCLUDING SPANS.*
- A COPY OF SURVEY [Addition Only] SHOWING LOCATION OF ADDITION WITH FRONT, SIDE AND REAR SETBACKS NOTED.
- SIGNED AND NOTARIZED AFFIDAVIT STATING THAT THE DWELLING WILL BE OWNER OCCUPIED.
- 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: As-Built 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.**