



Town of Washington

Building Department

10 Reservoir Drive • P.O Box 667

Millbrook, NY 12545

(845) 677-3419 EXT 112 • buildinginspector@washingtontny.org

Requirements for Building Permit

- ☐ **Building Permit Application**
- ☐ **(2) sets of plans**, stamped and signed by a New York State registered architect or licensed professional engineer.
- ☐ **Plan Checklist**- To be filled out by the Architect or Engineer of record to ensure plans meet the minimum criteria for review. This is only required for new residential construction.
- ☐ **Owners endorsement** (Required if the owner is authorizing another person or entity to make an application on their behalf. If property is in a partnership, LLC or corporation additional information is required.)
- ☐ **CE-200** - To be provided by the homeowner or sole proprietor. Contractors with employees MUST submit Certificate of Worker's Compensation Insurance (**C105.2 or U26.3**) AND Certificate of Disability Benefits Compensation (**DB120.1**) **Per Section 57 of Worker's Compensation Law, ACORD forms are NOT acceptable proof of coverage**
- ☐ **Truss Notice 4/24/23** - Required to be submitted with any applications for construction that will utilize trusses or engineered lumber structural elements. Additionally, a sign or symbol compliant with applicable NYS codes is required to be posted prior to the issuance of a Certificate of Occupancy
- ☐ **Swimming Pool Barrier Agreement**- Required for all applications for Pools, Hot Tubs and Spas
- ☐ **Energy code compliance documentation** (I.E. Phius 2021, REScheck)
- ☐ **Payment of applicable fees**

Permits for solar projects also require-

- ☐ **Documentation showing the "110% Limitation" is met.**
- ☐ **Screening plan when required for ground mounted solar arrays.**

Note: Not all projects will require all items.