

TOWN OF MILAN
BUILDING DEPARTMENT
DUTCHESS COUNTY, NEW YORK

Wilcox Memorial Town Hall
20 Wilcox Circle
Milan, NY 12571

Tel. (845) 758-5133 x134
www.milan-ny.gov
Fax. (845) 758-0445

REQUIREMENTS FOR A BUILDING PERMIT

The following items are required to be submitted with an application for a building permit:

- Building permit application signed by all owners
- Owner consent form signed when applicant is NOT the building or property owner
- Site plan drawn to scale with existing and proposed structures illustrating setback distances from property lines, wetlands, flood plains, etc.
- Dutchess County Board of Health approval form (SAN34) for a new dwelling or a change in bedroom count – Building Office submits upon receipt of complete application.
- Driveway permit for new driveway (State, County or Town)
- E911 address on new and existing lots of construction
- One set of **BOUND** plans stamped by licensed professional for construction valued at \$20,000 and above OR detailed sketch plan with scope of work
- RES Check Compliance Certificate
- Certificate of liability insurance naming the municipality as additional insured
- Proof of workers compensation and disability insurance
- All swimming pool construction needs to have required barriers in place and electrical inspection before filling with water. **Fence detail – materials, location, code compliant, required.**
- If your construction operation results in the soil disturbance of one (1) acre or greater, the stormwater runoff from your site must be covered by a State Pollutant Discharge Elimination System (SPDES) permit for stormwater discharges
- Driveway permit required for construction site access other than primary driveway
- Building permit fee

NO WORK MAY COMMENCE BEFORE A BUILDING PERMIT HAS BEEN ISSUED.

TO USE AND OCCUPY THE PREMISES, THE OWNER MUST APPLY FOR A CERTIFICATE OF OCCUPANCY.

BUILDING PERMITS EXPIRE TWELVE (12) MONTHS FROM DATE OF ISSUANCE. THE PERMIT MUST BE RENEWED IF THE WORK IS NOT COMPLETE.

Town of Milan Building Inspector: Jake Exline

Phone: 845.758.5133 extension 134

Fax: 845.758.0445

Email: townofmilanbi@gmail.com

Inspections: As needed. (email Jake to request an inspection)

Office Hours: Tuesdays: 10:30 a.m. to 12:00 p.m.

Saturdays: 10:30 a.m. to 12:00 p.m.

Amended 5/9/2023