



Town of Milan  
Application for Building Permit  
townofmilanbi@gmail.com  
1-845-758-5133 ext 134

**Property Owner/Agent**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Date of Application \_\_\_\_\_

Location of property (Street or Road) \_\_\_\_\_  
Total Acreage \_\_\_\_\_ Road Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Zone District \_\_\_\_\_

**Contractor**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_  
Email \_\_\_\_\_

**Description of work**

**Size and Square footage of construction**

One or Two Family Dwelling \_\_\_\_\_  
NYS Approved Modular \_\_\_\_\_  
Garage/Shed/Barn \_\_\_\_\_  
Deck/Porch \_\_\_\_\_  
Addition/Renovation \_\_\_\_\_

Multi-Family \_\_\_\_\_  
Commercial \_\_\_\_\_  
Attached \_\_\_\_\_ Detached \_\_\_\_\_  
Demolition \_\_\_\_\_  
Other \_\_\_\_\_

**Total estimated cost of project excluding property cost:** \_\_\_\_\_

**The following items are required BEFORE a Building Permit can be issued:**

1. Permit application needs to be complete, fee included. and signed by the property owners
2. Site plan. Drawn to scale. Must include setback distances from property lines.
3. Dutchess County Board of Health approval letter.
4. Driveway permit. (State, County, Town)
5. Statement for acting agent
6. Building plans
7. Architect's or engineer's stamp (if required)
8. Workmen compensation certificate & Liability certificate. \_\_\_\_\_ of Milan
9. Driveway permit
10. New construction requires a' REScheck for energy compliance
11. All swimming pool construction needs to have all barriers in place, and the final electrical inspection before filling with water. Fence detail-materials, location, gates, latches, and alarms.
12. If your construction operation results in soil disturbance of 1 acre or more. The storm water runoff from your site must be covered by a state pollutant discharge system (SPEDS) permit for storm water discharge

# 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](http://www.milan-ny.gov)  
Fax. (845) 758-0445

### REQUIRED INSPECTIONS PRIOR TO ISSUANCE OF A CO

As each stage is completed as required, email Jake Exline, Building Inspector at [townofmilanbi@gmail.com](mailto:townofmilanbi@gmail.com) to request an inspection. Inspections are done on an as needed basis.

1. FOOTINGS — After forms and before pouring
2. FOUNDATION — After forms, before pouring and before backfilling
3. FOOTING DRAINS - Before backfilling.
4. CONCRETE POURS — All Concrete Redi-Mix Pours require batch slips from suppliers
5. FRAMING - Before enclosing
6. ROUGH ELECTRIC — By third party inspector before enclosing
7. INSULATION — Before enclosing. \*Note that insulation in the first-floor basement floor joist cannot have paper exposed.
8. ROUGH PLUMBING — Before enclosing, pressure test required on supply and waste
9. HVAC — Before enclosing
10. SWIMMING POOL CONSTRUCTION - All Required Barriers need to be in place and Inspected BEFORE filling with water.
11. FINAL — Documents Required: DC DOH Signed Form — San 34 Approval — Final Electrical Inspection Certificate, Blower Door Test, Final Inspection by Building Inspector.
12. POSTED 911 ADDRESS!

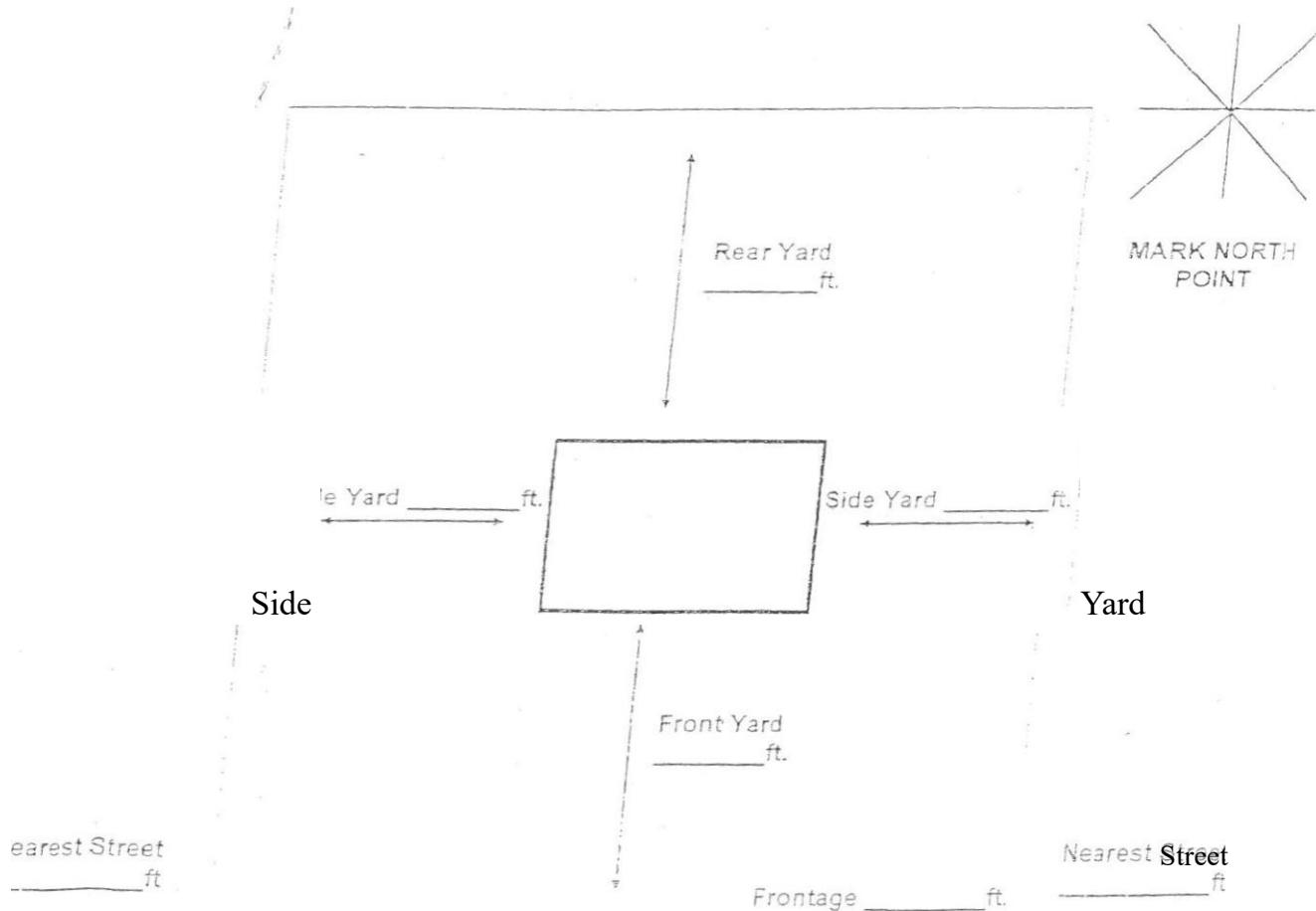
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A CERTIFICATE OF OCCUPANCY IS ESSENTIAL FOR ANY PERMIT ISSUED  
SHOULD YOU SELL YOUR PROPERTY

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Owner/Applicant Signature \_\_\_\_\_ DATE \_\_\_\_\_

**TOWNS OF MILAN**  
**BUILDING DEPARTMENT**  
**DUTCHESS COUNTY, NEW YORK**



Street Name:

NOTE:

The applicant is responsible for accuracy in the dimensions shown above.  
 INDICATE LOCATION OF WELL AND SEWAGE SYSTEM

AND OTHER DISTANCE OF EACH FROM HOUSE