



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
Fax. (845) 758-0445

REQUIRED INSPECTIONS PRIOR TO ISSUANCE OF A CO

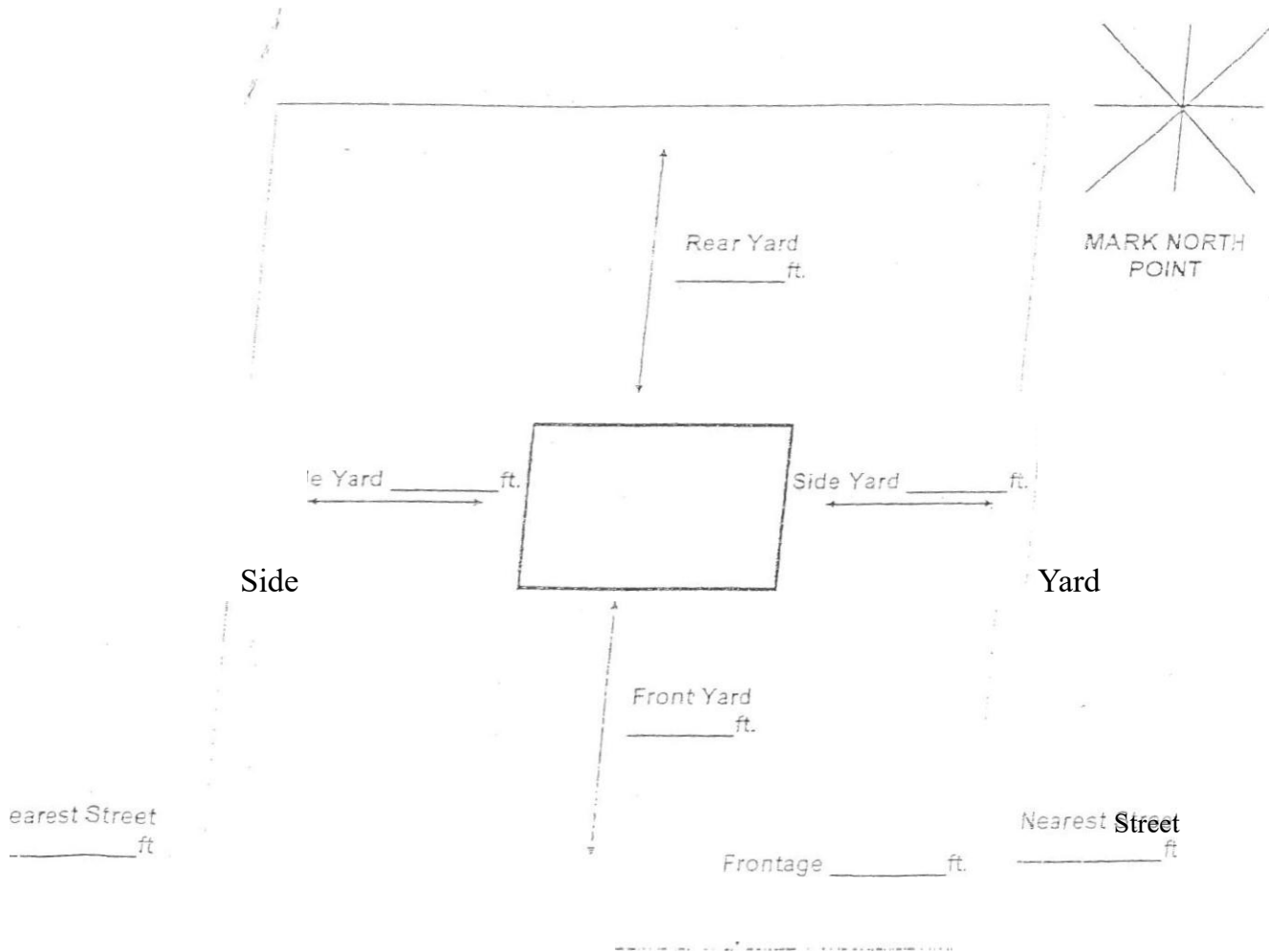
As each stage is completed as required, email Jake Exline, Building Inspector at townofmilanbi@gmail.com to request an inspection. Inspections are done on an as needed basis.

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!

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

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

Town of Milan Building Department
Building Inspector: townofmilanbi@gmail.com
Phone: 845-758-5133 EXT 134
20 Wilcox Circle, Milan NY 12571