

TOWN OF MILAN
BUILDING DEPARTMENT
DUTCHESS COUNTY, NEW YORK

Wilcox Memorial Town Hall
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Milan, NY 12571

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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 & 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
- Driveway Permit for new driveway (State, County or Town)
- Two (2) sets of plans stamped by licensed professional for construction valued at \$20,000 and above OR detailed sketch plan with material list
- 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.
- 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 WORK IS NOT COMPLETE.