



## TOWN OF DOVER BUILDING DEPARTMENT

126 East Duncan Hill Road  
Dover Plains, NY 12522  
(845) 832-6689 (845) 832-0370 Fax  
Email: [Building@townofdover.us](mailto:Building@townofdover.us)

# Building Permit Application for Finished Basement

**Applications will not be considered until ALL required documents and copies are submitted by the applicant.** Applications require approximately 2-4 weeks to process

**Start of construction without a permit will mandate a penalty.**

Permits expire after one year and may be renewed for one more year at full price.

Applicants are responsible for adhering to all Town of Dover Zoning Laws and all NYS Building Codes.

Zoning information may be obtained from the Town of Dover Zoning Law book available at the Town Clerk's office or at [www.generalcode.com](http://www.generalcode.com) on the Internet.

911 address and Building Permit must be clearly displayed on place visible from the road.

Fees for living space: up to 500 sq ft-\$150 501-1.500 sq ft-\$250

Fuel burning equipment (fireplaces, gas/wood/pellet stoves): \$100

Please include with **completed** application:

- Check (payable to: *Town of Dover*)
- Exact drawings showing measurements and means of egress (please see attached "Emergency Escape and Rescue Openings) Construction exceeding \$20,000 in cost requires plans stamped & signed by a NYS licensed design professional
- Copy of Homeowner's Insurance (Declaration page only)
- Proof of Workers Compensation and Disability Insurance

- Energy Conservation Construction form
- Copy of Board of Health approval if adding bedrooms (will require additional BOHA after submission of application - **takes approximately 3 weeks**)

Applicants are responsible for notifying the Building Department several days in advance for inspections for

- \* Framing/Plumbing Before Enclosing
- \* Insulation Before Enclosing
- \* Electrical (by a third-party electrician, see attached list)
- \* Final Completion to obtain Certificate of Occupancy

**(as-built drawings need to be submitted prior to the issuance of a C/O)**

Any additional inspections will be \$30 per hour with a minimum one hour charge

Applications:Coversheet for applications.ppt 2/20/03