



VILLAGE OF MILLBROOK
APPLICATION FOR BUILDING PERMIT
BUILDING INSPECTOR: KENNETH McLAUGHLIN

PHONE/TEXT: 845-240-2118 FAX:845-677-3972 OFFICE HOURS: 5-7 PM AT VILLAGE HALL
ADDRESS: VILLAGE OF MILLBROOK PO BOX 349 35 MERRITT AVE MILLBROOK NY 12545
FOR FEES PLEASE REFER TO THE UPDATED FEE SCHEDULE

IDENTIFICATION OF APPLICANT

NAME OF OWNER _____ PHONE NO.: _____

PARCEL GRID NO. _____ PHYSICAL ADDRESS: _____

MAIL ADDRESS _____ STATE: _____ ZIP CODE: _____

APPLICANT'S NAME: _____ PHONE NO.: _____

E-Mail (for e-copy of Building Permit): _____
(if applicant is not the owner of the property, owner of property MUST sign at the bottom of application)

DESCRIBE THE PROPOSED WORK FOR THIS APPLICATION: (PLEASE CHECK) ALTER [] USE [] ERECT []

[] ACCESSORY BUILDING [] ADDITION [] ALTERATIONS [] INSULATING

[] DECK/PORCH/SUNROOM [] POOL/HOT TUB [] STRUCTURAL REPAIRS

DESCRIPTION OF WORK TO BE PERFORMED AND CONTRACTOR'S NAME AND PHONE NUMBER:

DIMENSIONS: _____ X _____ TOTAL SQ. FT. _____ ESTIMATED COST* \$ _____

ATTACH THE FOLLOWING DOCUMENTS AS PART OF THIS APPLICATION

(Please check appropriate boxes)

[] A PROPERTY SURVEY OR COPY OF THE APPROVED PLOT OF THE AFFECTED PREMISES

[] CONSTRUCTION PLANS & SPECIFICATIONS (2 SETS IF ARCHITECTURAL PLANS)

[] ZONING WORKSHEET

[] PROOF OF WORKMAN'S COMPENSATION INSURANCE ON FORM #C-105.2 OR U26.3 BY THE CARRIER

[] PLEASE CHECK IF YOU OR OWNER IS AWARE OF ANY EASEMENT/S. IF YES, PLEASE PROVIDE A COPY OF AFORESAID EASEMENT/S. NOT PROVIDING A COPY OF THE EASEMENT/S MAY RESULT IN A DELAY IN ISSUANCE OF YOUR BUILDING PERMIT AND/OR CERTIFICATE OF OCCUPANCY.

APPLICATION IS HEREBY MADE TO THE OFFICE OF THE BUILDING INSPECTOR, DEPARTMENT OF PLANNING, ZONING AND BUILDING PURSUANT TO THE N.Y.S. UNIFORM FIRE PREVENTION & BUILDING CODE & THE CODE OF THE VILLAGE OF MILLBROOK AS ADOPTED BY THE VILLAGE BOARD. THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES & REGULATIONS.

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER _____ DATE _____

VILLAGE OF MILLBROOK

BUILDING & CONSTRUCTION

SCHEDULE OF FEES

Effective 2017

BUILDING & ZONING APPLICATION REVIEW FEES (non-refundable)

New Single Family Residence	\$ 100
New Two Family Residences	\$ 150
Conversion to a Two Family	\$ 150
Multi-Family Residence (3 or more)	See Commercial Fees
Accessory Buildings over 300 sq. ft	\$ 50
Accessory Buildings under 300 sq. ft	\$ 25
Decks, Porches, & Sunrooms	\$ 25
Pools & Hot Tubs	\$ 10
Mechanical Work	\$ 10
Interior/Exterior Alterations	\$ 25
Application for a Certificate of Occupancy	\$ 10
Application for a certificate of Occupancy for new SFD	\$ 50
Application for a Certificate of Compliance	\$ 10
Renewal of Building Permit (6 month extension)	\$ 25
Expired Building Permit: (After 6 month extension)	re-submit for new permit

ADMINISTRATIVE FEE

Flood Zone Permit Fee	\$ 100
Municipal records search- RESIDENTIAL	\$ 125
Amended Municipal Search Letter Due to Violations	\$ 25

NOTE: APPLICATION REVIEW FEE is non-refundable in the event a permit is not issued

NOTE: PROFESSIONAL FEES included but not limited to; engineering and attorney fees relating to the permit determination will be charged to the applicant.

RESIDENTIAL PERMIT FEES

NEW SINGLE FAMILY RESIDENCE

Building Permit Fee based on estimated cost of construction
\$ 100 plus \$4 per \$ 1,000 cost of construction

RESIDENTIAL BUILDING FEES OTHER THAN FOR THE CONSTRUCTION OF NEW RESIDENCES

NOTE: APPLICATION REVIEW FEE is non-refundable in the event permit is not issued

ADDITIONS

Up to 500 Square Feet	\$ 150
501-600 Square Feet	\$ 180
601-700 Square Feet	\$ 210
701-800 Square Feet	\$ 240
801-900 Square Feet	\$ 270
901-1000 Square Feet	\$ 300

If proposed work is greater than 1,000 square feet, the fee will increase _____ for each additional 100 square feet of new construction.

INTERIOR/EXTERIOR ALTERATIONS & REPAIRS

For work confined to the original footprint of the building

Finished Basement or attic up to 300 square feet	\$ 200
Finished Basement or attic over 300 square feet	\$ 250
Kitchen Alteration	\$ 100
Bathroom Addition	\$ 100
Garage Conversion	\$ 150
Roof Repairs/Replacements	\$ 50
Window & Door Replacement (Requires structural work)	\$ 50
All Other Renovations	\$ 50

RESIDENTIAL PERMIT FEES

DECKS, PORCHES & SUNROOMS

Awnings (permanent, non-retractable)	\$ 50
Decks	\$ 100
Pergolas	\$ 150
Porches or Porticos over 100 square feet	\$ 150
Porticos or porches less than 100 square feet	\$ 100
Sunrooms (manufactured)	\$ 150
Handicap Ramps	\$ 50

ACCESSORY STRUCTURES

(Garage, Pole Barn, Greenhouse, Carport, Accessory Building, Sheds
Including movable and membrane structures if to stay more than six months)

*NOTE: Small movable structures less than 100 square feet do not require a Building Permit

101-250 square feet	\$ 100
251-500 square feet	\$ 150
501-750 square feet	\$ 200
751-1000 square feet	\$ 250

If proposed work is greater than 1,000 square feet, fee is \$50 for every 250 square foot thereafter

RESIDENTIAL PERMIT FEES

MECHANICAL PERMITS

Fireplace Insert	\$ 50
Fireplaces(Metal Bestus)	\$ 100
Masonry FP	\$ 200
Pellet Stove	\$ 50
Wood Stove	\$ 75
Outdoor Wood Stove	Not Permitted
Boiler/Furnace	\$ 75
HVAC	\$ 125
Plumbing	\$ 50
Electrical Upgrades	\$ 50
Outdoor Stationary Generator	\$ 150
Solar Panels	\$ 150
Elevator	\$ 150
Chairlift	\$ 50
Installation of Oil Tank	\$ 50
Radon System	\$ 50
Geothermal Heat Systems	\$ 150

NOTE: Mechanical permits not listed will be evaluated based upon number of inspections required but not less than \$ 50.

POOLS & SPAS

Spas/Hot Tubs	
(Plug-in –no permit required)	\$ 50
Above Ground Pool	\$ 75
In-Ground Pool	\$ 125
Enclosures (fence) for existing pools	\$ 25

MISCELLANEOUS WORK requiring permits

Tennis Courts	\$ 150
Retaining Walls (over 4 feet in height)	\$ 75
Blasting Permit (per site and valid for one year)	\$ 125
Grading Permits	
Minor- low impact with no contour changes	\$ 100
Major – Site re-grading	\$ 250
Tank Removal	\$ 100
Tank Abandonment	\$ 75

DEMOLITION

Demolition Permit- residential	\$ 50
--------------------------------	-------

COMMERCIAL & NON RES PERMIT FEES

APPLICATION REVIEW FEES

Application Review fee (non-refundable)	\$ 100
Renewal of Building Permit (6 month extension)	\$ 75
Expired Building Permit (After 6 month extension)	resubmit new permit
Municipal records search	\$ 150 + \$ 25 per tenant
Fee includes cost of Fire Inspection	
Commercial Fire Inspections (Civic Buildings Exempt)	\$ 50 /per business
Multi-Family Residence (3 or more)	\$ 200
Conversion to a Multi Family	\$ 150

NOTE: \$ 75 Building Permit Review Fee is non-refundable in the event a permit is not issued or application is withdrawn.

NEW COMMERCIAL BUILDING AND OR STRUCTURE

New Construction Building Permit Fee is based on estimated cost of construction, \$ 100 plus \$6 per \$1,000 cost of construction.

COMMERCIAL BUILDING FEES OTHER THAN THE CONSTRUCTION OF NEW COMMERCIAL BUILDING

ADDITIONS TO COMMERCIAL BUILDING

First 500 square feet	\$ 400
501-600 square feet	\$ 425
601-700 square feet	\$ 450
701-800 square feet	\$ 425
801-900 square feet	\$ 500
901-1000 square feet	\$ 525

If proposed work is greater than 1,000 square feet addition, the fee will increase \$ 25 for each additional 100 square feet of new construction

COMMERCIAL INTERIOR FIT-UP

Up to 500 sq. ft	\$ 50
501-1000 sq. ft	\$ 100
1001-1500 sq. ft	\$ 150
1501- 2000 sq. ft	\$ 200
2001 -5000 sq. ft	\$ 250

COMMERCIAL & NON RES PERMIT FEES

MULTIPLE RESIDENTIAL CONVERSIONS

First Dwelling unit	\$ 200
Each Additional Dwelling Unit	\$ 100

MISCELLANEOUS COMMERCIAL WORK requiring permits

Retaining Walls (over 4 feet in height)	\$ 50
Blasting Permit (per shot and valid for one year)	\$ 75
Grading Permit	
Minor- low impact with no contour changes	\$ 50
Major – Site re-grading	\$ 125

DEMOLITION

Demolition Permit- commercial	\$ 100 + \$ 3 per \$ 1000
Tank Removal (tanks under 1,100 gallons)	\$ 150
Tank Abandonment (tanks under 1,100 gallons)	\$ 200
Tank Removal (tanks 1,100 gallons and over)	\$ 150 + \$ 100 per 1,000 gal
Tank Removal for additional tanks over 1,100 gallons	\$ 250

CELL TOWERS

Application Review for Building Permit (other than new building)	\$ 250 (Non-refundable)
Towers to 100 ft high	\$ 2000
Towers over 100 ft high	\$ 2500
Antennas (per antenna)	\$ 500
Co-Locators on Existing Towers (May require Planning Board approval)	\$ 1500
Upgrade for existing co-locator	\$ 750

ZONING FEES

Variance Application Fee	\$ 200 plus mailings
Appeal Application Fee	\$ 250 plus mailings
Special Permit Application Fee	\$ 300 plus mailings

Escrow fees may be established for variances and special permits based on professional services rendered including, but not limited to; Village Attorney and Village Engineering fees

SIGN PERMITS

Free Standing	\$ 50
Monument	\$ 50
Façade	\$ 25
Hanging	\$ 20
Off-Premise Directional	\$ 10
Directional Sign	\$ 10
Temporary Sign	\$ 10
Window Sign	\$ 25

PLANNING FEES

Subdivision	\$ 300 per lot
Site Development Plan	\$ 250

Escrow fees may be established for variances and special permits based on professional services rendered including, but not limited to; Village Attorney and Village Engineering fees