

**TOWN OF WARWICK**  
**MINOR - BUILDING PERMIT APPLICATION**

**FEES:**

**\$100 APPLICATION + \$10 PER \$1000 OF COST (ROUND UP TO NEAREST THOUSAND)**  
**FOR ADDITIONS & FINISHED SPACE: \$100 + \$1 PER SQ. FT.**

\*NOTE: total fee owed to change if work started without a permit

**Payments accepted: Cash or Check - Payable to: Town of Warwick**  
**PAYMENT DUE WITH APPLICATION SUBMISSION!**

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the Code of the Town of Warwick. The applicant agrees to comply with all applicable laws, ordinances and regulations.

**CHECKLIST: All must be checked prior to submitting permit to Building Department!!**

**APPLICATION NOTARIZED**       **PROJECT SCOPE IN DETAIL & PLANS (1 SET)**  
 **SURVEY WITH STRUCTURE & SETBACKS**       **INSURANCE (WAIVER OR CERTIFICATE)**

**Date:** \_\_\_\_\_

**Section - Block - Lot:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Street Location:** \_\_\_\_\_

\*\*Did you purchase this property within the last 6 months – YES or NO \*if yes, provide copy of Bargain & Sale deed

**PROJECT:**

**DESCRIPTION:**

**SIZE:**

New  Existing (projects previously done without approvals)

Accessory Building - with electric Yes or No.....  X  
 Swimming Pool..... ABOVE INGR \_\_\_\_\_ Type:  X  
 Hot Tub.....  X  
 Deck/Porch: Rear \_\_\_\_\_ Side \_\_\_\_\_ Front \_\_\_\_\_ Covered: Yes or No  X  
 Fence: (Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_) - Height \_\_\_\_\_ Length \_\_\_\_\_ Type \_\_\_\_\_  
 Solar Panels (Roof Mount or Ground Mount) ..... Panels #: \_\_\_\_\_ KW  
 Woodstove/Pellet Stove/Fireplace Insert (detailed location/description)  
 Roof Replacement: (2<sup>nd</sup> Layer re-roof)  
 Windows (#: \_\_\_\_\_) – provide U-values & model  
 Finish Basement (provide NYS architect stamped floor plan)  
 Addition – (provide NYS architect stamped plans)  
 Renovations – (provide scope of work in detail)  
 Other: \_\_\_\_\_

**ESTIMATED COST:** \$ \_\_\_\_\_

**APPLICATION FEE:** \$ 100

**BUILDING FEE:** \$ \_\_\_\_\_

**SQUARE FOOT FEE:** \$ \_\_\_\_\_

**TOTAL FEE:** = \$ \_\_\_\_\_

(\*see fee schedule at top of page to calculate cost)

**PROVIDE FOLLOWING (if applicable):**

ZBA Variance Approval Date: \_\_\_\_\_

**OWNER:**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT / ENGINEER**

**CONTRACTOR:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSURANCE (check one): (Must be provided with each application)**

Contractor - New York State Insurance Certificate (Workers Compensation)  
(U-26.3, C-105 or SI are the ONLY FORMS ACCEPTED! – ACORD FORMS ARE NOT VALID PROOF!)  
Town of Warwick must be listed as certificate holder.

CE-200 Form - Certificate of Attestation of Exemption: <https://www.businessexpress.ny.gov/> - provide signed certificate.

**AUTHORIZATION (NOTARY):**

State of New York, County of, \_\_\_\_\_, being duly sworn deposes and says he/she is the owner and is duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(In front of a notary!)

Owner Signature: \_\_\_\_\_

**NOTARY PUBLIC:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Stamp: 

\*\*Owner waiver letter (needed if not the home owner)\*\*

**FOR TOWN USE ONLY**

FEE PAID: \_\_\_\_\_

CHECK #: \_\_\_\_\_ CASH

AMOUNT OF CHECK: \_\_\_\_\_

Comments: \_\_\_\_\_ Application #: \_\_\_\_\_ Date entered: \_\_\_\_\_