A. BUILDING PERMITS & CERTIFICATE OF OCCUPANCIES REQUIRED FOR:
   (This is not an all-inclusive list. Please call the office to make sure a permit is required)
   Additions
   Commercial Work (alterations, additions, conversions change of use etc.)
   Conversion from oil/propane to natural gas
   Conversion of garages, basements, attics or any unfinished space into habitable space
   Conversions of summer residence into an all year-round residence
   Decks
   Demolitions
   Fireplaces, stoves, heat producing appliance, etc.
   Garages
   Hot tubs
   New or replacement of your dwelling
   New Septic System
   New swimming pool fences or alteration of pool barriers.
   New well
   Oil Tanks (removal or installation)
   Porches
   Replacement Roof
   Retaining walls over 4’
   Sheds/barns/gazebo
   Signs (except political & for sale signs)
   Structural repairs/alterations
   Swimming pools, except pools 24” or less in wall height.

B. BUILDING PERMITS AT THIS TIME NOT REQUIRED FOR:
   New windows / doors of same size (using existing opening)
   Siding
   Replacement of kitchen cabinets
   Replacing bathroom fixtures
   Fencing of property (except for required swimming pool fencing/gates) etc.

If you are not sure of the above give us a call 845-783-1900 ext. 208. Please do not rely on your neighbors, friends, relatives or contractors.

If you refinance or sell that bank/mortgage company will hire a title/abstract company for a violation search. All above items in A will be listed as a violation(s) if you did not get a Building Permit and Certificate of Occupancy. This will prevent your refinancing or sale of your dwelling.

Please plan ahead, Building Permits can take up to (3) weeks +/- to process Certificates usually (2) week +/-.

C. COMPLAINTS
   a) All complaints must be in writing and signed on our form. Telephone and unsigned complaints will be ignored. Building Department forms are on line @ www.monroenyn.org (click on Publications)
   b) Health related problems is under the Authority of the Orange County Health Department (291-2332)
      Hazardous waste is under the authority of NYS Department of Environment Conservation (256-3000)