

**Town of Coxsackie**  
**16 Reed Street, Coxsackie, NY 12051**  
**518/731-2727**

**Building and Construction Application Guide**

Zoning is enforced in the Town of Coxsackie. One or all of the following permits may be required if you are planning a construction project within the Town.

- 1) **Building Permit** required for any new construction. Excluding outbuildings smaller than 144 square feet or non structural repair work that does not require electrical work.
- 2) **Manufactured Home Permit** required for any manufactured home.
- 3) **Septic Permit** required for any new septic system or repairs to an existing system. Septic permits are not required by the Town for properties located within the Sleepy Hollow Lake development.
- 4) **Culvert Permit** required for any new driveway or road that is installed off of any Town Road.
- 5) **Site Plan Review** is required for any commercial construction. The site Plan application must be approved by the Town of Coxsackie Planning Board.
- 6) **Sign Permit** required for any permanent sign.

All necessary permit applications must be filled out in full. Be sure to indicate all of the setbacks in the appropriate location on the Building Permit/ Manufactured Home Permit application as well as supply the Town with all of the following:

- 1) Comprehensive set of certified drawings.
- 2) Certificate of insurance.
- 3) Copy of the deed.
- 4) Any other documentation important to the project construction or needed to obtain the Building Permit.
- 5) A copy of the ECC approval is required for any construction taking place in Sleepy Hollow Lake.

Once all appropriate permits are completed they should be submitted over to the Town Clerk's Office at which time all fees must be paid in full. Checks should be made payable to the Town of Coxsackie. The Town Clerk will then turn the applications over to the proper departments for their review. Absolutely no construction should take place until a proper permit has been issued. Any permits that require planning board approval must be presented to the planning board during their monthly meeting which is the first Thursday of each month.

**ANY AND ALL CONSTRUCTION MUST BE COMPLIANT WITH ALL STATE  
CODES AND LOCAL ORDINANCES**

Specific questions may be directed to the Building Inspector/Code Enforcement Officer, Ed Pebler at 518/857-9465 or email [epceo@aol.com](mailto:epceo@aol.com).



## **Inspection Schedule**

- 1) Site inspection.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 2) Footings prior to pouring, all rebar must be in place.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 3) Any frost wall prior to pouring, all rebar must be in place.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 4) Foundation walls, prior to pouring, all rebar must be in place.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 5) Foundation walls prior to backfill. All footing drainage must be visible for inspection also wall waterproofing must be complete.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 6) Basement floor prior to being poured. Any substrate plumbing as well as concrete reinforcement must be inspected.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 7) A framing inspection prior to closing up interior walls and ceilings. The rough plumbing will also be inspected at this time.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 8) A rough electrical inspection is required prior to enclosure of any interior walls. This inspection is the responsibility of your electrician and is done by a licensed independent inspector.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 9) Any fireplace or wood-stove chimney must be inspected prior to enclosure.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 10) Final electrical inspection.  
      \_\_\_\_\_pass      \_\_\_\_\_fail
  
- 11) A final inspection will be conducted prior to the issuance of the Certificate of Occupancy. The final Electrical inspection must be completed before the Certificate of Occupancy can be issued.  
      \_\_\_\_\_pass      \_\_\_\_\_fail

All of the preceding inspections must be conducted. Failure to call for inspections will adversely affect the timely issuance of the Certificate of Occupancy.

**\*A 48 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS\***

**Notes:** \_\_\_\_\_  
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