



**OFFICE OF BUILDING, ZONING, PLANNING,  
ADMINISTRATION AND ENFORCEMENT  
TOWN OF ORANGETOWN  
20 Greenbush Road  
Orangeburg, N.Y. 10962**

**Jane Slavin, R.A.  
Director**

**(845)359-8410**

**Fax: (845) 359-8526**

## **GUIDE FOR REQUIRED BUILDING PERMITS:**

### **1.) RESIDENTIAL CONSTRUCTION: ALL NEW HOMES, GARAGES, AND OTHER STRUCTURES OVER 100 SQUARE FEET.**

#### **Exterior Alterations:**

- a. Windows & Doors-replace existing or install additional.
- b. Repair of fire and/or water damage.
- c. Wall sheathing and/or framing –replace or repair existing
- d. Roof/Shingle Replacement.
- e. Any exterior change in Historical Areas in to a structure constructed before December 1918. (CHAPTER 12)
- f. Addition or enlargement of home-construction garage, room(s), dormer(s).
- g. Deck & Porch-addition, replacement and repair existing
- h. Repair or replacement of steps with more than 3 risers
- i. Swimming pool & hot tubs, etc. in and above ground – new installation, repair existing, replace existing or demolish
- j. Shed with floor area greater than 100 square feet-new installation and replace or repair existing.
- k. Retaining wall: install, replace or repair over 2'0" in height. (Contact the Building Department for Clarification)
- l. Satellite dish antennae's over 1 meter 39.37 Sec 8.14C.
- m. Some Fences & Free Standing Walls (Contact the Building Department for Clarification)
- n. Changes in grade of property over 2'0" in height.
- o. Basement entrances, BILCO style doors, & Basement Egress Windows
- p. Temporary tent structures. (PARTY TENTS)
- q. Solar Panel installation and removal
- r. Demolition of any structure
- s. Emergency Standby Generators
- t. Temporary Storage Containers/ Pods
- u. Removing Trees in Critical Environmental Areas or any property capable of being subdivided. (Contact the Building Department for Clarification)
- v. New Homes & Buildings
- w. Fireplaces & Chimneys



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- x. Installation/removal Oil & Gas Heating Units and Tanks
- y. Tennis Courts
- z. Renewal of a Single Family Conversion (Local Law#7 of 1981)

**Interior Alterations:**

- a. Repair of fire and/or water damage
- b. Sheetrock and insulation removal/installation and replacement
- c. Framing-installation and change/removal of bearing walls/columns.
- d. Installing new openings or doors or enlarging existing doors/archways
- e. Kitchen and bathroom renovation, installation & changes.
- f. Heating, air conditioning, plumbing, electrical installation: changes to equipment, installation, and/or replacement.
- g. Room CHANGE OF USE: EXAMPLES, CONVERTING A GARAGE TO BEDROOM, RECREATION TO BEDROOM OR OTHER LIVING SPACE. (Uninhabitable space to habitable space including attics)
- h. Finish basement-recreation rooms, laundry room.
- i. Home Occupation Uses-Offices.
- j. Fire Sprinkler Systems.
- k. Owner Occupied Two Family Conversions.(Local Law#7, 1981)
- l. Stairs-3 risers or more.

**2) NON-RESIDENTIAL / COMMERCIAL / MULTI-FAMILY**

- 1.) Every type of construction, installation, alteration, modification or replacement in connection with non-residential / commercial / multi-family (3 or more units) building or uses requires a Building Permit.
- 2.) ALL NEW OCCUPANCIES OF EXISTING AND NEW SPACES AND BUILDINGS BY NEW OWNER AND/OR TENANT
- 3.) Wireless Communication Facilities
- 4.) Radio & Television Disc Antennae

**Note:**

**THE WORK COVERED BY A BUILDING PERMIT MUST BE INSPECTED AND APPROVED CULMINATING IN THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR A SPECIFIC PROJECT. WITHOUT A CERTIFICATE OF**



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**OCCUPANCY, OCCUPANCY AND/OR USE OF A STRUCTURE OR SPACE IS A  
VIOLATION OF TOWN CODE AND NEW YORK STATE CODE AND VIOLATIONS  
WILL BE ISSUED AND FINES MAY BE INCURRED.**

**Application Procedures:**

Permits require filing out an application, submitting fees, a survey or plot plan, and other drawings as applicable. As well as copies of contractors' information including: Rockland County license, Workers' Compensation, and Disability. When appropriate submit plans prepared by a licensed architect or engineer. Doing work without a permit can result in prosecution and fines.

All permit work is governed by the Town of Orangetown Town Code, which regulates the size, location and use of all buildings. Copies of the Town Code are available at [www.ecode360.com/OR0091](http://www.ecode360.com/OR0091). Building construction is also governed by the New York State Uniform Fire Prevention and Building Code.

If the Building Department denies a permit for noncompliance with the Zoning Code, there is an appeals process. The Zoning Board of Appeals, which is an independent body, reviews these appeals and decides them on a case-by-case basis. The Building Department accepts and reviews applications for permits and inspects construction to certify compliance with approved plans. Periodic inspections are made of commercial properties.

**Hiring An Electrician or a Plumber?**

Call the Rockland County Consumer Protection Weights and Measures, **845-364-3901**, or go to <http://rocklandgov.com/departments/consumer-protection-weights-and-measures/licensed-businesses/> to find out if they are licensed to-do business in Orangetown. Examining-Boards for Electricians & Plumbers ensure that these specialists are qualified to safely perform work in your home.

The Code Enforcement Officer of the Building Department is responsible for enforcement of all codes, rules and regulations pertaining to the zoning code. The Inspector takes appropriate measures to insure compliance with the Town's rules and regulations.

Violations are written and if necessary, prosecution may occur resulting in monetary fines and in some cases, jail.



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If you have a complaint or concern that you would like investigated please call. REMEMBER:  
The Building Department of the Town of Orangetown is responsible for ensuring public safety in  
all buildings within the unincorporated areas of the Town. For more information please call:  
(845) 359-8410.