

## **Building Permit Application Procedure Requirements & Fee Schedule**

1. Building Permit Application Form (**submit 2 copies** of completed application that has been Notarized)
2. Plans (drawings to scale) of the proposed improvements.
3. Survey with proposed improvements shown and set -backs required shown.
4. Certificate of Insurance with the **Village of Goshen listed as additional certificate holder (insurance must include liability, vehicle, workers comp. & disability).**
5. Fee (based upon the square footage of the project-see fee schedule below)
6. Affidavit of Final Cost form (upon request) – see Permit closure below.

### **Supplemental Information**

#### **Sign Permit Application**

1. Letter of permission required from the building/property owner.

#### **Swimming Pools/Sheds\***

1. Drawings /information include pool drawing, filter & pump brochure. \* NOTE: Sheds also require permit.

#### **Electrical Inspections**

1. Electrical Inspection by a Third Party Inspector is required for all electrical work. The applicant may choose from the List of all inspectors provided by the Building Department upon request.

#### **Contractor's Insurance**

1. Please note that contractors are required to provide Proof of Insurance or Exemption from the following insurance Requirements:
  1. Liability Insurance
  2. Workers Compensation Insurance
  3. Disability Benefit Insurance

#### **Permit Closure**

**\*\*All permits must be closed out**

1. Applicants complete and submit an Affidavit of Final Cost
2. Building Inspector performs the final inspection
3. Building Inspector issues: A. Certificate of Occupancy **or**  
B. Certificate of Compliance

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**Building inspector fees shall be as follows:**

**(1) Building permit/application fees:**

**a. Residential:**

1 Family house (R-1)	\$ .55/sq.ft.
2 Family house (R-2)	\$ .60/sq.ft.
Attached housing-Multi dwelling (R-3)	
Additions	\$125.00 + \$.35/sq.ft.
Alterations & renovations	\$ 50.00 + \$.20/sq.ft.
Garages up to 2 cars, (detached)	\$ 50.00 + \$.25/sq.ft.
Garages up to 2 cars, (attached)	\$100.00 + \$.25/sq.ft.
Garages more than 2 cars, (detached)	\$100.00 + \$.25/sq.ft.
Garages more than 2 cars, (attached)	\$200.00 + \$.25/sq.ft.
Decks & sheds	\$ 60.00 + \$.20/sq.ft.
In-ground swimming pools	\$250.00
Above ground swimming pools	\$100.00
Electric extension	\$ 35.00
Wood/coal stoves & chimneys	\$ 35.00
Septic installations & repairs	\$ 50.00
Pole barns w/floor & foundation	\$100.00 + \$.20/sq.ft.
Pole barns w/out floor & foundation	\$ 50.00 + \$.20/sq.ft.
Signs (includes ADD)	\$ 50.00
*Residential certificate of occupancy/compliance (CO)	\$ 75.00

**b. Non-residential:**

New buildings under 5,000 sq. ft.	\$750.00 + \$.40/sq.ft.
New buildings over 5,000 sq. ft.	\$1,500.00 + \$.60/sq.ft.
Additions	\$350.00 + \$.50/sq.ft.
Alterations & renovations	\$100.00 + \$.40/sq.ft.
Septic installations & repairs	\$100.00

Driveway bond (no curbs) to be posted for all entrances to village roads to ensure that paving is completed:	\$1,500.00 (returnable)
With curbs:	\$2,500.00 (returnable)
Commercial:	\$2,500.00 per lane (returnable)
Renewal of expired permits:	50% of the original fee
*Non-residential certificate of occupancy/compliance (CO)	\$150.00
Conditional (CO) (with date of expiration)	\$ 75.00
Municipal records search:	\$100.00
Re-inspection fee:	\$ 40.00, payment made in advance of subsequent inspection.

**\* Paid at time of application**