



**TOWN of RHINEBECK**

80 East Market Street, Rhinebeck, NY 12572  
Phone: (845) 876-6296 Fax: (845) 876-5885

**Instructions for Building Permit Applications**

1. Building Permit Application completed, signed and dated.
2. Certification of Applicant form, completed, signed and dated.
3. Site Plan boundary setbacks for proposed construction.
4. Dutchess County Board of Health Approval - SAN 34, if applicable.
5. Driveway permit for new lots.
6. Workers' Compensation, Disability and Liability insurance naming the Town of Rhinebeck as additionally insured.
7. Energy Conservation Code documentation.
8. Two sets of construction drawings and specifications which define the scope of proposed work, prepared, signed and stamped by a New York State registered architect or licensed professional engineer for all projects where so required by the Education Law.
9. Building Permits shall expire after one year from date of issuance. For good cause, the Code Enforcement officer may allow up to two extensions for a period not to exceed 6 calendar months each. A building permit which has become invalid or which has expired may be renewed upon application by the permit holder.
10. A building permit will become invalid if authorized work is not commenced within one year from date of issuance.