

VILLAGE OF GREENWOOD LAKE BUILDING DEPARTMENT

Frequently Asked Questions:

What are the regulations regarding garbage cans?

All persons owning or occupying a single-family residential property within the Village of Greenwood Lake shall be required to keep on the premises sufficient, proper and separate metal or rigid plastic receptacles of a minimum capacity of 20 gallons and a maximum capacity of 35 gallons for the deposit of garbage, litter and any other waste materials, with each receptacle to be equipped with a tight-fitting cover and which receptacle shall be kept in a sanitary condition. All covered metal and rigid plastic containers, plastic bags, bundled paper and brush shall be placed in front of said premises, at the lot line thereof, on the regular garbage removal days, or days as specified by the Village Board, for the removal therefrom by the Village Sanitation Department. Rear load containers shall be placed in locations on said premises that shall be readily accessible for removal by the Village sanitation vehicles. All metal and rigid plastic receptacles and rear load containers shall, within 24 hours of emptying by the Village Sanitation Department, be returned to storage within the premises or behind the front line of any residence located on the premises, or at the rear or side of said premises, if screened from public view.

When do I need a Building Permit?

New York State and the Village of Greenwood Lake laws mandate when a permit is required. The following is a guideline. If you are unsure if a permit is required, please call for assistance. This will ensure a smooth project and eliminate any delays in construction. We would rather help you during the planning process, then to make you stop working while the proper paper work is filed.

For residential Properties; Those things that require a permit

Include BUT ARE NOT LIMITED TO:

- *New construction of homes, garages and carports
- *Addition and alterations of buildings
- *Electrical work including Service Upgrades and Solar Panel Installation
- *Storage buildings larger than 144 sq. ft., including- sheds, garages, and pole Barns, including prefabricated buildings delivered to site. (**Any Accessory Structure must observe the Village requirements for placement**)
- *Decks and Porches
- *Fences or retaining walls
- *New roof or re-roofing
- *Extending roofs over decks and porches
- *Rebuilding and structural renovations
- *Swimming pools and/or hot tubs above and in-ground, including decks around pools
- *Installation of woodstoves, fireplaces, and chimneys
- *Demolition and removal of buildings (also requires asbestos survey)
- *Filling in property or removing soil
- *New Windows
- *Any development that may reduce the permeability of the property
- *New heating units and/or air conditioning
- *Oil tank removal or install
- *Natural gas conversion
- *Conversion of garages, basements, attics or any unfinished space into habitable space

*Conversions of summer residence into an all year-round residence

*New well

**For Commercial Properties; Those things that require a permit include
BUT ARE NOT LIMITED TO:**

*New Construction

*Most improvements, alterations, enlargements and repairs

*Signs, including temporary signs

*Change of occupancy or new use

All applications must include; but not be limited to:

*Insurance documentation, Plans, Surveys and Engineering where required.

*Orange County Electrician License # where applicable.

Why do I need a building permit?

To ensure all buildings meet proper setbacks and are built to Village of Greenwood Lake and NYS Codes.

What happens if I do not get a permit?

A Stop Work Order will be issued and you will be fined. Any non-compliant work, may need to be re-dressed.

How do I apply for a building permit?

You can mail in or drop off in person to the Building Department. You can download the appropriate form(s) on the Village Website/Building Department, and submit with the required support documentation and fee payment.

How do I pay for a permit?

We accept cash, personal check or money orders made out to The Village of Greenwood Lake.

What if my project is not finished before the permit expires?

You may renew your permit one time for a fee of \$50, for an additional six months. If you require a second renewal you will have to send a letter to the Village Board of Trustees asking to grant the renewal and will have to pay the full original permit fee again.

What type of insurance is required to obtain a permit?

Contractor's Certificate of Liability and New York State workers compensation is required on either a C-105.2 or a NYSIF. A sole proprietor will provide a CE-200, (NYS Workman's Comp exemption Certificate). Property owners doing work themselves, will fill out and sign the Workman's Comp waiver form.

Who can perform electrical work on my property?

A property owner that is the owner **occupant** may do their own electrical work but the work must still be inspected by a NYS third party electrical inspector.

Otherwise, all electrical work must be done by an **Orange County licensed electrician** (with License # provided on application), and work be inspected by a NYS third party electrical inspector.

How do I get a permit for a New Septic System?

Order of process for New Septic Systems

1. Applicant or their agent submits a septic permit application to the village along with a fee payment of \$100.
2. Applicant establishes an escrow account to cover the cost of the village engineer's oversight.
3. The private engineer arranges with the village engineer to witness pits and percs if the property is within 100' of the lake.

4. Plans are submitted to the village and forwarded to the village engineer for review.
5. Once the plans are revised per any comments from the village engineer, the permit will be issued.
6. The private engineer is required to inspect and certify the system before permit can be closed.

Who is responsible for permits (contractor or property owner)

The property owner is the one ultimately responsible to make sure proper permits are obtained. A contractor may apply for the permit on behalf of the property owner with written authorization from the property owner.

Who is responsible for making sure inspections are completed?

The property owner and contractor must communicate to make sure all proper inspections are completed by the Building Department.

How do I schedule an inspection?

Call our office at 845-477-9217 when the work is ready for inspection.

Can the Building Department recommend a contractor?

No, we cannot. We can however supply a list of professionals in various fields that have had previous successful interactions with the Building Department.

Can I get a copy of my survey?

If a survey was ever provided to us, we keep it on file. You may call with your SBL number and inquire.

What are residential setbacks?

A setback is the required footage you need to maintain from property lines.

Who do you call if you are having a dispute regarding property boundary lines?

That is a civil matter, and will require a New York State surveyor.

How can I find out what zone I am in?

You can check OrangeCounty.Gov, Image Mate to look up your property.

How do I determine if a lot is buildable?

You should contact a design professional and/or study the design criteria in the bulk requirements, village regulations and land area requirements for private septic systems.

Can I cut down trees on my property?

The development of any property requires Planning Board approval. You may remove an individual tree on your property provided it does not involve adjoining properties.

What should I do if I see something that appears unsafe or a blight to the neighborhood?

You may submit a complaint form and a code enforcement officer will go out to investigate.

Village code in its' entirety can be found by going to the Villages' website/building department and clicking on the link for village code.