

# GUIDE TO BUILDING PERMITS IN THE TOWN OF THOMPSON

## SECTION 1) BUILDING PERMITS 101

*Get to know the basics of permits in the Town of Thompson.*

### **Q) What exactly is a building permit?**

A) A building permit is a document produced by a governing agency that states a specific building project is approved to proceed, assuming that project follows the standards in the permit.

Permits are needed whenever there are changes to buildings or properties. That includes building new structures as well as renovating existing ones. Additionally, deck replacement and/or repair, pools, wells, and many other building aspects require a permit. See Section 2 for a complete list.

### **Q) What are the permits based on?**

Town of Thompson building permits are based on health, safety, and structural guidelines referenced in the Town of Thompson Code and the most current code adopted by the State of New York.

### **Q) Do I need a building permit from New York State as well as the Town of Thompson?**

No, you only need the one permit for the Town of Thompson.

### **Q) Who handles permits for the Town of Thompson?**

The Town Building Department issues and manages permits.

### **Q) Are building permits only for commercial buildings like hotels and apartments? Or also for building or improving a home?**

Building permits are needed for both commercial and residential projects (although not all projects will require a permit. See *Section 2* for a complete list of projects requiring permits).

### **Q) Do I need to hire a contractor in order to get a permit?**

No. However, if you do hire a contractor, you'll need to provide their name or business to the Town Building Department when you submit your permit application so we can ensure they have the proper insurance coverage.

Please note that many contractors will offer to get a building permit for you. However, even if a contractor says a permit is not needed, you should always double check with the Town Building Department first. Ultimately, it's up to you – the property and/or structure owner - to get the proper permit!

### **Q) What would happen if I don't get a permit?**

Failure to get the proper permit for your project could result in fees and a "Stop Work Order" on your project.

### **Q) Are there fees associated with getting a building permit?**

Yes, and fees range based on the type of permit. Just ask the Town Building Department for details.

### **Q) Does plumbing work require a permit?**

If it's a small repair like fixing a leaky pipe, then no permit is needed. Larger projects like installation of septic systems, wells, irrigation systems, and waterline replacements do require a permit.



Building Department  
4052 Route 42 | Monticello, NY 12701  
(845)794-2500  
buildings@townofthompson.com  
www.TownofThompson.com





#### Q) Do I need a permit for electrical work?

Yes, you do need a permit. And your electrician must be a Sullivan County Master Electrician if your structure is located in the Town of Thompson. The work must be inspected and approved by a third party agency.

#### Q) What's required to close an open permit?

You're responsible for contacting the Building Department to schedule a final inspection of your project and provide any additional required documents (like electrical inspection, water test, engineer sign-off, etc.)

#### Q) Are you required to close an open permit?

Yes, a permit is required to be closed with issuance of either a Certificate of Occupancy/Compliance. If the certificate is not obtained, the building permit will stay open indefinitely and may hinder a future sale of the property.

## SECTION 2) PROJECTS THAT REQUIRE A BUILDING PERMIT

*When in doubt, always ask! Your Town Building Department is a call or click away. This list is not encompassing of every possible scenario that requires a permit. The following actions require a building permit. A "structure" refers to any building. An "accessory building" is a separate, detached structure like a garage, storage shed, porch, deck, etc.*

- Build, renovate, improve, expand, construct, demolish, remove, or convert a structure or accessory building
- Add, move, or take away walls or partitions inside a structure
- Perform any major plumbing installations or repairs to the following: water well, septic, irrigation, and waterlines
- Fix any fire or water damage
- Installation of windows (only true replacement windows do not require a permit)
- Roof replacement that includes structural repairs and the replacement of any plywood
- Change a structure's use or occupancy. For example, if you are changing a property from a 1- to a 2-family home, starting a home business in a residence, or changing how a commercial building is used
- Finish a basement or part of a basement
- Install any of the following:
  - ✓ Chimneys or smokestacks
  - ✓ Alarm systems
  - ✓ Heating units: furnace, wood-burning stove, fireplace, gas insert fireplace, water or oil, incinerator
  - ✓ Solar panels
  - ✓ Generator
  - ✓ Swimming pools: both in-ground and those that are 24" or higher above ground
  - ✓ Hot tubs, lap pools, wading pools, whirlpools
  - ✓ Signage

## SECTION 3) PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT

*In most cases, minor repairs that don't alter a structure won't require a permit.*

- Perform a repair that simply replace old materials with new materials that are similar. For example, if you apply paint to a garage or fix a leak in a roof
- Install true replacement windows that leave existing frame and sash in place (no changes to the structure)
- Minor plumbing work such as fixing a clog or installing a new faucet
- Add new siding to your residence
- Add a pathway or sidewalk on your residential property
- Cut down trees or remove brush and shrubs
- Install or fix gutters or other drainage systems



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## SECTION 4) PROJECTS THAT REQUIRE A BUILDING PERMIT & OTHER APPROVALS

- **If your project involves a river, stream, dam, or pond,** you must seek a permit from NYSDEC
- **Adding a driveway** requires approval from the Town of Thompson Highway Department
- **Constructing a culvert** or drainage system that runs under a road requires approval from the Town of Thompson Highway Department, Sullivan County Highway Department, and NYSDOT
- **Putting up any type of signage** within a right-of-way would require NYSDOT approval
- **Replacement of a sewer lateral or water line within a district** requires a permit from the Town of Thompson Water and Sewer Department



## SECTION 5) 3 EASY STEPS FOR ACQUIRING A BUILDING PERMIT

- 1) **Get a Permit Application:** Download it at <https://townofthompson.com/wp-content/uploads/2019/09/Building-Permit-Application.pdf>, or stop into the Town Hall during business hours to pick it up.
- 2) **Submit Your Permit 1 of 3 Ways:** Via email to NEW EMAIL HERE, drop it off in person at the Town Hall, or mail it to: Thompson Town Hall 4052 Route 42, Monticello, NY 12701
- 3) **Await Approval of Your Permit:** Once a completed application is received with all required documentation and the Town has determined that your project meets all codes and standards, you will receive notification that your permit is ready.



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