

**TOWN OF KINGSTON NY**  
**CODE ENFORCEMENT OFFICER**  
**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

NEW STRUCTURE:

1. Completed application along with:
  - a. Two sets of stamped and signed plans drawn to scale
  - b. Site plan showing all setbacks and sidelines
  - c. Written cost of project
  - d. Proof of workers compensation insurance
  - e. Payment of all applicable fees
  - f. Notification of utilization of truss, pre-engineered wood or timber construction
2. Inspections of all work done by Code Enforcement Office, detailed inspection checklist supplied with application
  - a. Inspect before any concrete is poured
  - b. Inspect before any interior walls are closed-up
  - c. All electrical work must be done by an Ulster County licensed electrician

FOR ADDITIONS TO EXISTING STRUCTURE:

(Rooms, Decks, Woodstoves, Attached Garages, etc.)

1. Completed application along with:
  - a. Two sets of stamped and signed plans drawn to scale  
(if non-structural a sketch showing proposed construction may be submitted)
  - b. Site plan showing all setbacks and sidelines
  - c. Written cost of project
  - d. Proof of workers compensation insurance
  - e. Payment of all applicable fees
  - f. Notification of utilization of truss, pre-engineered wood or timber construction
2. Inspections of all work done by Code Enforcement Office
3. All electrical work must be done by an Ulster County licensed electrician