

**TOWN OF MILAN**  
BUILDING DEPARTMENT  
DUTCHESS COUNTY, NEW YORK

Wilcox Memorial Town Hall  
20 Wilcox Circle  
Milan, NY 12571

Tel. (845) 758-5133 x134  
[www.milan-ny.gov](http://www.milan-ny.gov)  
Fax. (845) 758-0445

**REQUIREMENTS FOR A BUILDING PERMIT**

**The following items are required to be submitted with an application for a building permit:**

- Building permit application signed by all owners
- Owner consent form signed when applicant is NOT the building or property owner
- Site plan drawn to scale with existing and proposed structures illustrating setback distances from property lines, wetlands, flood plains, etc.
- Dutchess County Board of Health approval form (SAN34) for a new dwelling or a change in bedroom count
- Driveway permit for new driveway (State, County or Town)
- E911 address on new and existing lots of construction
- Two (2) sets of plans stamped by licensed professional for construction valued at \$20,000 and above OR detailed sketch plan with material list
- Certificate of liability insurance naming the municipality as additional insured
- Proof of workers compensation and disability insurance
- All swimming pool construction needs to have required barriers in place and electrical inspection before filling with water.
- If your construction operation results in the soil disturbance of one (1) acre or greater, the stormwater runoff from your site must be covered by a State Pollutant Discharge Elimination System (SPDES) permit for stormwater discharges
- Driveway permit required for construction site access other than primary driveway
- Building permit fee

**NO WORK MAY COMMENCE BEFORE A BUILDING PERMIT HAS BEEN ISSUED.**

**TO USE AND OCCUPY THE PREMISES, THE OWNER MUST APPLY FOR A CERTIFICATE OF OCCUPANCY.**

**BUILDING PERMITS EXPIRE TWELVE (12) MONTHS FROM DATE OF ISSUANCE. THE PERMIT MUST BE RENEWED IF THE WORK IS NOT COMPLETE.**

\*\*\*\*\*

**Town of Milan Building Inspector: Jake Exline**

Phone: 845.758.5133 extension 134  
Fax: 845.758.0445  
Email: [bldginsp@milan-ny.gov](mailto:bldginsp@milan-ny.gov)

Inspections: Wednesdays As needed.

Office Hours: Tuesdays: 10:30 a.m. to 12:00 p.m.  
Saturdays: 10:30 a.m. to 12:00 p.m.

Effective 12/20/21