

TOWN OF NEW WINDSOR
 555 UNION AVENUE
 NEW WINDSOR, NY 12553
 (845) 565-8800



OBTAINED AT TOWN HALL
 ISSUED BY TOWN CLERK

BUILDING – 845.563.4618
 SEWER/CAMO – 845.561.2550
 HIGHWAY – 845.564.6660
 WATER – 845.563.4636

KNOW BEFORE YOU DIG
UDig NY – Call 811
www.udignny.org

Town of New Windsor

WORK PERMIT #: _____

COPIES TO: APPLICANT BUILDING SEWER/CAMO HIGHWAY WATER
SPECIFICATION SHEETS PROVIDED, IF APPLICABLE

PERMIT TYPE	AUTHORIZATION		COMPLETED & APPROVED			
	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	FEE	BY	DATE	DEPT	BY
DITCH INSPECTION ((\$100.00 PER LATERAL))						
DRIVEWAY (DRIVEWAY APRON BOND \$1,000.00)		\$100.00				
SEPTIC – NEW		\$50.00				
SEPTIC – REPAIR OR REPLACE (NEED TO SHOW P/E REPORT)		\$50.00				
**SEWER – NEW (DITCH INSPECTION INCLUDED)		\$300.00				
**SEWER – REPAIR (DITCH INSPECTION INCLUDED)		\$150.00				
STREET OPENING \$2,000.00 BOND \$1 MILLION CERTIFICATE OF INS REQ'D		\$175.00				
*WATER – NEW TAP \$450.00** PLUS COST OF EQUIPMENT (INCLUDES DITCH INSPECTION & FINAL INSPECTION)						
*WATER – REPAIR \$150.00** (INCLUDES INSPECTION FEES)						
WELL		NO FEE				

**REFER TO WATER DEPT FOR ADDITIONAL SERVICES AND PARTS.*

***IF CONTRACTOR APPLYING FOR PERMIT: CERTIFICATE OF LIABILITY INS (ACORD 25), CERTIFICATE OF NYS WORKERS' COMP (C-105.2), & CERTIFICATE OF INS COVERAGE FOR NYS DISABILITY & PAID FAMILY LEAVE BENEFITS LAW (DB-120.1) REQUIRED NAMING TOWN OF NEW WINDSOR AS CERTIFICATE HOLDER.*

911 / METER ADDRESS

MUST HAVE 911 ADDRESS FOR PERMIT TO BE APPROVED

PROPERTY OWNER NAME

PHONE

BILLING ADDRESS - ISSUANCE OF PERMIT WILL BEGIN QUARTERLY SEWER/WATER OPERATION AND MAINTANCE BILLING

CONTRACTOR

PHONE

SECTION # BLOCK # LOT # SEWER DISTRICT # WATER DISTRICT #

ACCOUNT # METER # REMOTE #

AMOUNT: \$ _____ CHECK #: _____ CREDIT/DEBIT CARD CASH

BOND COLLECTED AMOUNT: \$ _____
 PAYMENT RECEIVED FROM _____

TOWN CLERK

DATE

*OWNER, AGENT, OR CONTRATOR

DATE

**Owner Authorization attached in lieu of owner signature.*



IMPORTANT INFORMATION

1. Failure to comply with this ordinance is punishable by a fine of \$50.00 for each offense.
2. Prior to excavation, the contractor is required to notify the appropriate town department **24 hours in advance**.
3. All work must be done on the highway before 3:30 p.m.
4. To avoid delays, notify the town inspector 24 hours in advance for inspection.
5. All facilities must be inspected prior to being backfilled.
6. All permits are valid for a period of one (1) year from date of issuance.