

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org
845-783-1900 ext. 208
845-782-5597 (fax)

A. BUILDING PERMITS & CERTIFICATE OF OCCUPANCIES REQUIRED FOR:

(This is not an all-inclusive list. Please call the office to make sure a permit is required)

Additions
Commercial Work (alterations, additions, conversions change of use etc.)
Conversion from oil/propane to natural gas
Conversion of garages, basements, attics or any unfinished space into habitable space
Conversions of summer residence into an all year-round residence
Decks
Demolitions
Fireplaces, stoves, heat producing appliance, etc.
Garages
Hot tubs
New or replacement of your dwelling
New Septic System
New swimming pool fences or alteration of pool barriers.
New well
Oil Tanks (removal or installation)
Porches
Replacement Roof
Retaining walls over 4'
Sheds/barns/gazebo
Signs (except political & for sale signs)
Structural repairs/alterations
Swimming pools, except pools 24" or less in wall height.

B. BUILDING PERMITS AT THIS TIME NOT REQUIRED FOR:

New windows / doors of same size (using existing opening)
Siding
Replacement of kitchen cabinets
Replacing bathroom fixtures
Fencing of property (except for required swimming pool fencing/gates) etc.

If you are not sure of the above give us a call **845-783-1900 ext. 208**. Please do not rely on your neighbors, friends, relatives or contractors.

If you refinance or sell that bank/mortgage company will hire a title/abstract company for a violation search. All above items in A will be listed as a violation(s) if you did not get a Building Permit and Certificate of Occupancy. This will prevent your refinancing or sale of your dwelling.

Please plan ahead, Building Permits can take up to (3) weeks +/- to process Certificates usually (2) week +/-.

C. COMPLAINTS

- a) All complaints must be in writing and signed on our form. Telephone and unsigned complaints will be ignored. Building Department forms are on line @ www.monroeny.org (click on Publications)
- b) Health related problems is under the Authority of the Orange County Health Department (291-2332)
Hazardous waste is under the authority of NYS Department of Environment Conservation (256-3000)