

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.udigny.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"/> COMMERICAL	FEE	BY	DATE	DEPT	BY
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)	\$425.00				
**SEWER – REPAIR (DITCH INSPECTION INCLUDED)	\$175.00				
STREET OPENING \$2,000.00 BOND \$1 MILLION CERTIFICATE OF INS REQ'D	\$175.00				
*WATER – NEW TAP \$725.00** PLUS COST OF EQUIPMENT (INCLUDES DITCH INSPECTION & FINAL INSPECTION)					
*WATER – REPAIR \$225.00** (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.