

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
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*

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 \_\_\_\_\_



**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.