

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](http://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)	\$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.**