

**Town of Southeast Building Department
One Main Street, Brewster, NY 10509
845-279-2123 Fax 845-279-3137**

SMALL PROJECT BUILDING PERMIT APPLICATION

Building Permit # _____	Date _____
Application Received _____	
Permit Issue Date _____	Approved by Zoning _____, Bldg _____
(Office use only)	

Property Owner's Name _____ Telephone _____

Address _____ Tax ID # _____

Contractor Name _____ License # _____

Address _____ Telephone _____
Street City, State, Zip Code

What type of work are you doing?

- Deck/Porch* Size _____
- Shed Size _____
- Above Ground Pool Size _____
- In Ground Pool* Size _____
- Fence Height _____ Length _____ Type _____
- Window Replacement Total # to be replaced _____ Total # in Building _____
- Roofing Size _____
- Garage* Size _____ Detached or Attached #of Bays _____
Circle One

Note: Projects with an asterisk (*) may require construction plans stamped by a licensed professional engineer or NYS registered architect under provisions of Article 147 7307.5.2 New York State Education Law.

What is the value of your project? - \$ _____

*******WHAT IS THE AREA OF DISTURBANCE IN SQUARE FEET _____*******
Any land disturbance greater than 5,000 sq. ft. requires an MS-4 permit. Failure to comply with this requirement will result in a STOP WORK ORDER and NOTICE OF VIOLATION.

Please provide the following with your application:

1. Construction Plans or Documentation for Improvement.
2. Completed "Notice of Utilization of Truss Type Construction, etc." form. Page 4-6.
3. Site Plan providing setbacks to existing buildings and property boundaries.
4. Copy of Contractor's License Issued by Putnam County.
5. Notarized Owner Consent Form if application is submitted by anyone other than the property owner.
6. Insurance Certificates- Liability and Workers' Compensation Forms both with the Town of Southeast listed as Certificate Holder and Additionally Insured. **Acceptable Workers' Comp. forms are:** C105.2 (9-07), U-26.3 and CE 200. **OR** When the homeowner is performing the work- A copy of the Declaration page of the Homeowner's Liability Insurance and Notarized W.C. Exemption Waiver Form # BP-1(12-08).
7. Driveway Permit, if driveway is being installed or modified.
8. Application Fee. Check or money order payable to the Town of Southeast.

Applicant/Owner's Name _____
Please Print

Applicant/Owner's Signature _____ Date _____

Office Use Only

Building Permit Fee \$ _____

Certificate of Occupancy/Compliance Fee \$ _____

Total \$ _____

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Owner Consent Form

- Completion of this form is required when the applicant is not the property owner

Parcel Id # _____ Property Address _____

Name of Applicant: _____ Phone _____

Project Description: _____

I/We, _____, owners(s) of the above property hereby give my/our permission to _____ (applicant's name) to submit the above identified building permit application on my/our behalf and to represent me/us in all proceedings concerning the referenced application.

_____ Date _____

Owner (s) Signature(s)

Sworn to before me this _____ day of _____, _____.

Notary Public

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

TO: **TOWN OF SOUTHEAST**

Property Owner: _____.

Subject Property Address: _____ Tax Map _____.

Please take notice that the (check applicable line):

____ new residential structure

____ addition to existing residential structure

____ rehabilitation to existing residential structure

To be constructed or performed at the subject property reference above will utilize (check each applicable line):

____ truss type construction (TT)

____ pre-engineered wood construction (PW)

____ timber construction (TC)

In the following location(s) (check applicable line):

____ floor framing, including girders and beams (F)

____ roof framing (R)

____ floor framing and roof framing (FR)

DATE: _____.

SIGNATURE: _____ (signature of person submitting form).

NAME: _____ (print or type name of person signing & submitting form).

CAPACITY: _____ (Insert "Owner" or "Owner's Representative" as applicable).

NOTE: SEE ATTACHED SECTION 1265.4 REGARDING "SIGN OR SYMBOL" REQUIREMENT.

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Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required by this Part shall be affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the electric box, the sign or symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this Part.

* (1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and

(ii) if the residential structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

(i) "F" shall mean floor framing, including girders and beams;

(ii) "R" shall mean roof framing; and

(iii) "FR" shall mean floor framing and roof framing.

(5) The construction type designation shall be placed at the 12 o'clock position of the sign or symbol, over the location designation, which shall be placed at the six o'clock position of the sign or symbol.