

Town of Southeast Building Department

845-279-2123 FAX 845-279-3137

Miscellaneous Building Application Checklist

All Applications Must Include The Following Paperwork:

This checklist is highlighted for _____.

- 1) A copy of Architectural Review Board Approval (if required).
- 2) Copy of original certified survey with proposed fence (include type, length, height, gate location & width) garage/pool/deck/shed, generator etc.) with setbacks to property lines, septic & well and main structure (house).
- 3) Topographical map with location of accessory structure and setbacks to property lines and primary building.
- 4) Driveway permit from Town, County or State office (if required).
- 5) For construction valued at \$10,000 or more - Original signed and stamped architectural plans with original stamp & signature from Putnam County Dept. of Health (Two Sets); **otherwise**, submit a detailed sketch plan (on graph paper) with proposed material list w/stamp and signature from the P.C Dept. of Health. (Two Sets)
- 6) Completed "Notice of Utilization of Truss Type Construction, etc." form.
- 7) Detailed Floor Plan including all measurements (walls, windows, doorways, ceiling height etc.) all rooms labeled w/PCDOH stamp.
- 8) Copy of Approved Erosion & Sediment Control Permit for disturbance of 5,000 sq. ft. or more.
- 9) Completed Building, Plumbing, HVAC, Equipment, Gas and/or Sprinkler permit applications, with supporting paperwork:
 - a) Copy of Putnam County License (for all contractors).
 - b) A copy of Certificate of Liability (Accord form is acceptable) and a copy of Worker's Compensation Certificate, **Both with the Town of Southeast listed as a Certificate Holder & Additionally Insured. Accepted Workers Compensation Forms are:** C105.2 (9-07), U-26.3 and CE 200. **OR** When the homeowner is doing construction - A copy of the declaration page of Homeowners Liability Insurance and Notarized W.C. Exemption waiver form #-BP-1 (12-08).
 - c) Riser diagrams as needed and/or a red line ductwork diagram on a set of plans with register locations & size, length, type of duct. Gas piping diagram w/size, length and type of pipe to be used.
- 10) Copy of manufacturer's specification sheets for _____.
- 11) Application Fee (Check or Money Order Payable to the Town of Southeast).
- 12) Notarized letter of work certification from mechanical contractor on their letterhead.
- 13) Copy of Deed/Subdivision Covenant and/or Restrictions.
- 14) Other _____.

NOTE 1: *All Proposed/Existing Construction that Increases Living Area/Space Must be approved by the Putnam County Department of Health.*

NOTE2: Applications will not be accepted if any of the above highlighted information is missing. Please call this office with any questions. 1/7/15.