TOWN OF SOUTHEAST BUILDING DEPARTMENT
One Main Street Brewster, NY 10509 845-279-2123, fax 845-279-3137

RESIDENTIAL BUILDING PERMIT APPLICATION

Building Permit #_____ Date
Application Received_____
Permit Issue Date_____Approved by Zoning_____, Bldg_____
(office use only)

Property Address:_____
Tax Parcel Id:_____Zoning District:_____

Property Owner Name:_____Phone(s):_____
Street Address:_____
City_____ State_____ Zip Code_____
email_____

Builder Info:
Name_____Phone(s):_____
Address: Street_____
City_____State_____Zip Code_____email_____
Putnam County License #_____

Architect/Eng Info:
Name_____Phone(s):_____
Address:Street_____
City_____State_____Zip Code_____email_____

Plumbing Contractor:
Name_____Phone(s):_____
Address:Street_____
City_____State_____Zip Code_____email _____
Putnam County License #_____

HVAC Contractor:
Name_____Phone(s):_____
Address:Street_____
City_____State_____Zip Code_____email_____
Putnam County License #_____

PROJECT DESCRIPTION_____
Please Check all applicable: (any items checked must have applicable Town/County/State approvals)
Utilities : Town Water € or Sewer € Private Septic€ Well €
Road: Town € County € State € Private €

New Construction
Sq. ft. of living area including basement:_____ Sq. Ft. of attached garages:_____
Sq. Ft. of attached decks:_____ #of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ft. Stories:_____
Percent Lot Coverage:_____ Estimated Cost:_____

Renovation/Addition
Sq. Ft. of living area including basement:_____Sq. ft. of attached garages:_____
Sq. Ft. of attached decks:_____ # of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ft. Stories:_____
Percent Lot Coverage:_____Estimated Cost:_____
(A final cost affidavit may be required at the end of your project before a Certificate is Issued.)

If an addition, does addition increase the total number of bedrooms? Yes____ No____ If yes, an approval letter from the Putnam County Department of Health will be required.

Garage
Attached_____ Detached_____ Size of Construction, sq. ft._____# of Bays_____

Deck
Size of Construction, sq. ft._____

Shed
Size of Construction, sq. ft._____

Swimming Pool
In-Ground_____Above Ground_____ Size_____Construction/Heated_____

Fence
Size and
type_____Height_____Location_____

Project Setbacks
Front_____ft. Rear_____ft. Left Side_____ft. Right side_____ft.

*** *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.*

The Owner/Applicant agrees to comply with all applicable laws of this jurisdiction, adhere to the plans and specifications submitted and permit Building Department personnel to perform required inspections.

Applicant's Name_____(attach owner consent form)
Owner/Applicant Signature:_____Date_____

Application Fees
Building Fee (based on estimated construction cost) _____
Plumbing Installation Permit Fee _____
HVAC Installation Permit Fee _____
Equipment Installation Permit Fee _____
Gas Connection Permit Fee _____
Certificate of Occupancy Fees _____
Total Fees (check or money order payable to Town of Southeast) _____

Town of Southeast Building Department
Submittal Requirements for:

RESIDENTIAL BUILDING PERMITS

Applicant Name_____Phone_____
Building 911 Address_____ Parcel ID/Tax Map #_____

Your permit application will not be reviewed until your submittal is complete. Your complete submittal will include the following documents, as applicable:

1. Building Permit Application Completed and Signed
2. Putnam County Licenses are required for home improvement contractors, plumbers, heating and cooling contractors, electricians, and for propane and natural gas.
3. Owner consent Form Signed when Applicant is Not the Property Owner
4. Site Plan with boundary set backs for Proposed construction
5. Putnam County approval for installation of sanitary disposal system and/or water well
6. Driveway permit (Town, county, or state)
7. Workers Compensation and Liability Insurance; acceptable workers comp forms include CE-200, C105.2 (9/07) and U26.3 with the Town of Southeast named certificate holder & additionally insured. BP-1 (9-07) not accepted for New construction as house is not yet owner occupied and C of O has not been issued.
8. Stamped plans for construction valued over $10,000; otherwise, submit a detailed sketch plan with proposed material list. For new construction and additions, plans must have original stamp/signature from Putnam County Department of Health and ARB stamp/signature.
9. Completed "Notice of Utilization of Truss Type Construction, etc." form-page 7-9.
10. Completed 911 Address Verification Form
11. Architectural Review Board Approval
12. Copy of P. C. License for all contractors
13. Application Fee (Check or Money Order Only) payable to the Town of Southeast

CHECK LIST FOR BUILDING PERMIT APPLICATION SUBMITTAL

SITE PLAN
___Drawn to scale with scale indicated (1"=20' for larger)
___North arrow
___Lot dimensions—all sides
___Size and location of any easements or right-of-ways
___Names and locations of all adjacent streets
___Locations of proposed and existing structures
___Setback dimensions: front, rear, and all sides
___Outside building dimensions and distances between buildings on building site
___Driveways, exterior stairs, landings, patios, and decks
___Location, type, and elevation of any retaining walls
___Proposed or existing septic system

BUILDING PLANS (two complete sets required)
___Drawn to scale with scale indicated (1/4"=1' or larger)
___Cross sections providing accurate representation of materials for the structure
___Floor plan layouts and use of all rooms including basement
___Complete dimensions of all rooms, decks, porches, landings, stairs.
___Note bearing walls, column locations, and cantilevers.
___Provide Ceiling heights on all levels.
___Provide Sizes and types of doors and windows (showing required safety glazing)
___Light, ventilation and egress calculations for all rooms
___Fire separation between house and garage

___Stairway landings, rise, run, handrail, and headroom height for all interior and exterior stairs
___Building elevations with finish grade line on all sides (exterior views)
___Attic and crawl space ventilation and access
___Typical footing size, depth, and reinforcement
___Foundation wall height, thickness, and reinforcement. Sill and anchor bolt spec.
___Wall materials, stud size and spacing, wall sheathing, interior finish, weather barrier and exterior finish.
___Floor framing, sheathing, bridging, and solid blocking.
___Roof framing details (rafter size, spacing, spans and/or truss layout/drawings), sheathing, and finish.
___Size and material of all beams, headers, and columns
___Grade and species of lumber
___Joist size, spacing, and spans (engineered joists and/or beams require submittal of manufacturers specs)
___Provide smoke detector and carbon monoxide detector locations

The construction drawings prepared by the design professional represent his/her responsibility for the structural integrity of the building and it is the responsibility of the contractor/builder to erect the structure in accordance with the drawings. If field conditions dictate that changes are necessary while construction is in progress, the contractor must notify both the design professional and the Building Department.

Furthermore, it shall be the responsibility of the contractor to furnish the Building Department with certification from the design professional of the changes. Contractors are advised that no Certificate of Occupancy will be issued until the Building Department receives the required certification.

PLUMBING DETAILS (a separate plumbing permit will be required)
___Location of all plumbing fixtures including layout for future fixtures
___Provide waste line diagram. Accurate, neatly drawn pencil or engineered submittals.

MECHANICAL DETAILS (a separate heating permit will be required)
___Boiler or furnace location
___Combustion Air description/location

Town of Southeast Building Department

Certificate of Occupancy Requirements

Prior to the issuance of a Certificate of Occupancy, the applicant shall schedule the following inspections for approval by the building department:

INSPECTIONS

___Board of Health Approval
___Driveway
___Staking
___Footings
___Foundation
___Footing Drains
___Framing
___Tyvek
___Other:_____

___Rough Plumbing
___Rough Electrical
___Fire Caulk/Block
___Insulation
___HVAC/Ductwork
___Final Plumbing
___Final Electric
___Final Driveway
___Final/C of O

Following approval of the required inspections, submittal of the following documentation will be required to obtain the Certificate of Occupancy:

1. As-built construction plans required for construction not built in accordance with approved plans; submit in advance of application for CO as review of the plans is required.
2. As-built survey
3. As-built septic system including compliance from Putnam county Department of Health for septic and septic guarantee.
4. Approval of Driveway/Curb Cut Installation by Town, county, or state
5. Signed and notarized affidavit as to final cost of construction
6. Electrical Underwriters Certificate
7. Fee for Residential Refuse District (new construction)
8. Certification for Plumbing, HVAC, Gas, and Sprinkler Installations, Notarized
9. Alarm Permit Application submitted to Fire Inspector
10. Other_____

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Owner Consent Form

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

Parcel Id #_____ Address _____

Name of Applicant:_____Phone_____

Project Description:_____
_____
_____
_____
_____
_____
_____
_____
_____

I/We, _____, owners(s) of the above property hereby give my/our permission to _____ (applicant 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.

1/8/15

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 by 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 subdivision.

(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 locations(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.