

Date Received Code Compliance Stamp

**TOWN OF NEWBURGH
BUILDING PERMIT APPLICATION**
21 Hudson Valley Professional Plaza
Newburgh, NY 12550
Ph: (845)564-7801 Fax: (845)564-7802
(Please Print)

Permit #: _____
Tracking #: _____
Fee: \$ _____
Exact Cash or Check ONLY
Receipt #: _____

(OFFICE USE ONLY)

JOB LOCATION: _____

S.B.L.: _____ CONSTRUCTION COST: _____

OWNER:	APPLICANT? Y / N	CONTRACTOR:	APPLICANT? Y / N
ADDRESS:		ADDRESS:	
CITY/STATE/ZIP:		CITY/STATE/ZIP:	
PHONE:		PHONE:	
CONTACT EMAIL:		CONTACT EMAIL:	

DESCRIPTION OF WORK TO BE PERFORMED:

STRUCTURE (CHECK ONE):

- | | |
|---|--|
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> CHANGE OF OCCUPANCY |
| <input type="checkbox"/> 2 FAMILY | <input type="checkbox"/> ADDITION |
| <input type="checkbox"/> ACCESSORY APARTMENT | <input type="checkbox"/> ALTERATIONS |
| <input type="checkbox"/> NEW COMMERCIAL BLDG. | <input type="checkbox"/> CONDO / TOWN HOUSE |
| <input type="checkbox"/> COMMERCIAL FIT OUT | <input type="checkbox"/> OTHER _____ |

- NO WORK IS TO BE STARTED WITHOUT A BUILDING PERMIT.
- COMPLETELY FILL OUT BUILDING PERMIT CHECK LIST
- FOR INSPECTION SEQUENCE SEE ATTACHED SHEET
- ELECTRICAL INSPECTION REQUIRED BY TOWN APPROVED AGENCY SEE ATTACHED SHEET
- ANY CHANGES TO THE ORIGINAL PLANS MUST BE APPROVED IN WRITING BY THE BUILDING INSPECTOR.
- THE TOWN OF NEWBURGH HAS OFFICIALLY ADOPTED THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE AND THEREFORE ALL WORK MUST CONFER TO THE CURRENT SECTIONS OF THIS CODE.
- MUST HAVE SET OF APPROVED PLANS FOR ALL INSPECTIONS ON SITE.
- APPROPRIATE FEES ARE REQUIRED TO BE SUBMITTED WITH THE APPLICATION.

THE UNDERSIGNED CERTIFIES THAT THE PLANS AND SPECIFICATIONS AS FILED ARE IN ACCORDANCE WITH THE REGULATIONS OF THE TOWN ZONING ORDINANCE AND AGREES THAT ALL WORK AND MATERIAL SHALL BE IN STRICT CONFORMITY WITH CODES GOVERNING BUILDING IN THIS TOWN AND THE STATE OF NEW YORK. THE PERSON SIGNING THIS APPLICATION AGREES TO NOTIFY THE BUILDING INSPECTOR AS NEEDED FOR THE REQUIRED BUILDING INSPECTIONS. FAILURE TO DO SO MAY RESULT IN LEGAL ACTION AND POSSIBLE FINES. THE OCCUPYING OF A NEW BUILDING OR ADDITION BEFORE ISSUANCE OF A CERTIFICATE OF OCCUPANCY IS A VIOLATION OF THE CODE OF THE TOWN OF NEWBURGH AND PUNISHABLE BY FINE AND OR IMPRISONMENT.

APPROVED: _____

DISAPPROVED: _____

REFERRED TO ZBA: _____

APPLICANT'S SIGNATURE: _____

OWNERS NAME: _____

PROJECT ADDRESS: _____

DESIGN PROFESSIONAL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

NAME OF BUSINESS (IF APPLICABLE): _____

INTENDED USE: _____

NUMBER OF STORIES: _____

NUMBER OF BEDROOMS: _____

NUMBER OF FULL BATHS: _____

NUMBER OF 1/2 BATHS: _____

GARAGE CAR STORAGE: _____

NUMBER OF DWELLINGS: _____

DIMENSION OF EXISTING STRUCTURE: _____

DIMENSION OF NEW STRUCTURE: _____

DIMENSION OF THE LOT: _____

MATERIAL TYPE: _____

HEAT TYPE: OIL GAS ELECTRIC OTHER _____

DECK SIZE: _____ SIDE OR REAR

FRONT PORCH SIZE: _____

FEE SCHEDULE

(REV. JANUARY 1, 2013)

NEW COMMERCIAL

FLOOR SQUARE FEET	0-9,999	10,000-24,999	25,000-99,999	100,000+**
1) BASE FEE	\$300	\$500	\$1,000	\$5,000
2) PER SQUARE FOOT	\$0.60	\$0.65	\$0.70	\$0.70
3) \$200.00 NEW SEPTIC				
4) CERTIFICATE OF OCCUPANCY:	<10,000 S.F. - \$200.00, 10,000 S.F. AND OVER \$400.00			

** SQUARE FOOTAGE >100,000 IS CALCULATED AT \$0.35 PER SQUARE FOOT

NEW RESIDENTIAL

1) \$200.00	BASE FEE
2) \$0.50	PER SQUARE FOOT
3) \$100.00	NEW SEPTIC RES.
4) \$60.00	CERT. OF OCCUPANCY

RESIDENTIAL AND COMMERCIAL (ADDITIONS AND ALTERATIONS)

- 1) \$10.00 PER THOUSAND OF ESTIMATED COST (LABOR & MATERIAL)
- 2) \$25.00 CERTIFICATE OF OCCUPANCY
- 3) \$50.00 SEPTIC REPAIRS
- 3) \$50.00 PRIOR BUILT FEE RESIDENTIAL \$200.00 PRIOR BUILT FEE COMMERCIAL

ITEMS NEEDED FOR A COMPLETE APPLICATION

HOUSE	PLANS AND RES-CHECK	WORK / COMP LIABILITY	SURVEY	HIGHWAY PERMIT	SEPTIC DESIGN	SUB DIVISION	PAYMENT
ADDITION	PLANS AND RES-CHECK	WORK / COMP LIABILITY	SURVEY PLOT PLAN	LIMBER ID SHEET			PAYMENT
ACCESSORY BUILDINGS	PLANS OR PICTURE	WORK / COMP LIABILITY	SURVEY PLOT PLAN				PAYMENT
POOLS	PLANS OR PICTURE	WORK / COMP LIABILITY	SURVEY PLOT PLAN	POOL / DOOR ALARM	BARRIER TYPE & LOCATION		PAYMENT
DECK	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN				PAYMENT
SOLAR	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN			OWNER CONSENT	PAYMENT
GENERATOR	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	MANUFACTURE CLEARANCES	PROPANE TANK SIZE LOCATION	ELECTRIC LICENSE	PAYMENT
CONVERTING SPACE	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN				PAYMENT
FIREPLACE	PLANS OR PICTURE	WORK / COMP LIABILITY	FLOOR PLAN	MANUFACTURE CLEARANCES			PAYMENT
OIL TANK INSTALLATION	TANK DETAILS	WORK / COMP LIABILITY	FLOOR / PLOT PLAN	FURNACE SEPARATION	TANK SUPPORT	PIPING DETAILS	PAYMENT
DEMO	SCOPE OF WORK	WORK / COMP LIABILITY	SURVEY PLOT PLAN	DEBRI LOCATION	SERVICE DISCONNECT	OWNERS CONSENT	PAYMENT
ELECTRIC	SCOPE OF WORK	WORK / COMP LIABILITY	FLOOR PLAN	ELECTRIC LICENSE			PAYMENT
COMMERICAL	PLANS COM-CHECK	WORK / COMP LIABILITY	APPROVED SITE PLAN	SPRINKLER APPLICATION	HIGHWAY		PAYMENT
SIGNS	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	SIGNS LOCATIONS			PAYMENT
CHANGE OF OCCUPANCY	PLANS COM CHECK	WORK / COMP LIABILITY	FLOOR PLAN	NATURE OF BUSINESS			PAYMENT
FIT - OUT	PLANS COM CHECK	WORK / COMP LIABILITY	FLOOR PLAN	SPRINKLER APPLICATION			PAYMENT
ALTERATIONS	PLANS / SCOPE OF WORK	WORK / COMP LIABILITY	FLOOR PLAN				PAYMENT
SEPTIC SYSTEMS	TANK DETAILS AND SIZE	WORK / COMP LIABILITY	DETAILED PLOT PLAN				PAYMENT

If electric is involved supply a copy of the Orange County electrical license.

BUILDING PERMIT CHECKLIST

OWNERS NAME: _____

PROJECT ADDRESS: _____

Check off what is applicable

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | BUILDING PERMIT APPLICATION COMPLETE WITH A CERTIFIED PLOT PLAN OR SITE PLAN
*INCLUDE ALL STRUCTURES, SEPTIC FIELD AND TANK |
| <input type="checkbox"/> | <input type="checkbox"/> | PROPERTY LOCATED IN WETLANDS (MUST SHOW ON PLOT PLAN) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROPERTY LOCATED IN FLOOD PLAIN (FLOOD INSURANCE, ELEVATION CERTIFICATION) |
| <input type="checkbox"/> | <input type="checkbox"/> | BUILDING PLANS SIGNED & SEALED BY A NYS LICENSED PROFESSIONAL (PE OR RA) |
| <input type="checkbox"/> | <input type="checkbox"/> | ENERGY CODE COMPLIANCE (RES-CHECK, MEC-CHECK, OTHER) |
| <input type="checkbox"/> | <input type="checkbox"/> | APPROVED SUBDIVISION - NAME: _____ MAP #: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | APPROVED SITE PLAN - NAME: _____ DATE APPROVED: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | PROOF OF OWNERSHIP |
| <input type="checkbox"/> | <input type="checkbox"/> | LETTER OF APPROVAL FOR ALTERATIONS (COMMERCIAL ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | NYS DEPARTMENT OF STATE SYSTEM APPROVAL LETTER (MODULAR HOME ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | SIGNED & SEALED FOUNDATION PLANS (MODULAR HOME ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | SPRINKLER PERMIT APPLICATION - PLANS, HYDRAULIC CALCULATIONS |
| <input type="checkbox"/> | <input type="checkbox"/> | DECK SPECIFICATIONS (IF APPLICABLE) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROPER ZONE FOR USE: AR RR R1 R2 R3 B IB |
| <input type="checkbox"/> | <input type="checkbox"/> | PROOF OF LIABILITY INSURANCE - LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER |
| <input type="checkbox"/> | <input type="checkbox"/> | PROOF OF NYS WORKERS COMPENSATION INSURANCE OR WAIVER FORM - LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER |
| <input type="checkbox"/> | <input type="checkbox"/> | PROOF OF NYS DISABILITY BENEFITS |
| <input type="checkbox"/> | <input type="checkbox"/> | SIGNED & SEALED SEPTIC DESIGN |
| <input type="checkbox"/> | <input type="checkbox"/> | OBTAINED DRIVEWAY APPROVAL: TOWN/COUNTY/STATE APPROVED BY _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | OBTAINED WATER PERMIT: VERBAL OR HARD COPY APPROVED BY _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | OBTAINED SEWER PERMIT: VERBAL OR HARD COPY APPROVED BY _____ |

Town of Newburgh
Code Compliance Department
21 Hudson Valley Professional Plaza. Newburgh, NY 12550
(845) 564-7801 Office / (845) 564-7802 Fax

Notice of Utilization of Truss Type Construction, Pre-Engineered Wood Construction and / or Timber Construction

(Per Title 19, Part 1265 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Effective January 1, 2015. Please note that part of the requirement is that the structure is to be placarded with a code compliant symbol before a certificate of occupancy can be issued.)

To: _____

Owner: _____

Property Location: _____

Property SBL: _____

Please take notice that the (check applicable box):

- 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 box):

- truss type construction (TT)
- pre-engineered wood construction (PW)
- timber construction (TC)

in the following location(s) (check applicable box):

- floor framing, including girders and beams (F)
- roof framing (R)
- floor framing and roof framing (FR)

Date: _____

Signature: _____

Print Name: _____

Capacity: Owner Owner's Representative
(Office Use Only)

Fire District:

- Middle Hope Goodwill Dan Leghorn Winona Lake

OWNERS COPY - FIRE DEPARTMENT - CODE COMPLIANCE

NOTICE

You may be required to obtain additional permits for the construction of your project / building. These additional permits may include one or more of the following:

1. Sewer Permit (Sewer Department – 311 Route 32 – 564-7803)

Construction of sanitary sewer facilities and connection to the Town of Newburgh sewer system requires a permit from the Town of Newburgh Sewer Department. All construction shall conform to the latest regulations of the NYSDEC and the Town of Newburgh. All work must be inspected and approved prior to being placed in service.

2. Water Permit (Water Department – 311 Route 32 – 564-7813)

Construction of potable water facilities and connection to the Town of Newburgh water system requires a permit from the Town of Newburgh Water Department. All construction shall conform to the latest regulations of the NYSDOH and the Town of Newburgh. All work must be inspected and approved prior to being placed in service.

3. Road Opening Permit (Highway Department – 90 Gardnertown Road – 561-2177)

Any work within the Town Right-of-Way including the installation of sewer or water utilities, a road cut or a new driveway access requires a permit from the Town of Newburgh Highway Department. All construction shall conform to the requirements of the Town of Newburgh Highway Department. All work must be inspected and approved by the Highway Superintendent or his designated representative.

4. Fire Suppression System Permit (Fire Inspector – 308 Gardnertown Road – 564-7801)

Installation of a fire suppression system as required by the Town Fire Sprinkler Ordinance requires approval from the Town of Newburgh Fire Inspector. The installation of a fire suppression system shall conform to the latest regulations of NFPA and the Town of Newburgh. All work must be inspected and approved prior to being placed in service.

5. Cross Connection (Backflow) Control (Water Supply Dept. – 311 Route 32 – 564-7803)

All commercial and industrial buildings connected to the Town of Newburgh Consolidated Water Distribution System must install an approved backflow prevention valve. Approval of the valve is by the Orange County Department of Health through the Town of Newburgh Water Supply Superintendent. An application and engineer's report are required for approval.

IMPORTANT: The Town of Newburgh Building Department cannot and will not issue a Certificate of Occupancy unless and until final inspections and approvals have been received from all other involved Town Departments. It is the responsibility of the applicant to coordinate his work with other involved Town Departments and to obtain the required approvals.

INSPECTION REQUIREMENTS

PLEASE NOTE: ALL INSPECTIONS INVOLVING CONCRETE ARE REQUIRED BEFORE THE PLACEMENT OF CONCRETE. ALL CONCRETE TO BE FORMED, NO TRENCH OR EARTH FORMING ALLOWED.

- 1) FOOTINGS – ALL FOOTINGS ARE TO BE FORMED WITH ALL STEEL REINFORCEMENT AND EMBEDDED ITEMS SECURELY TIED IN PLACE. NO INSPECTION IF RAINING.
- 2) FOUNDATION WALLS – INSPECTION IS ALLOWED SEVEN DAYS AFTER THE CONCRETE PLACEMENT OF THE FOOTINGS. ALL STEEL REINFORCEMENT AND EMBEDDED ITEMS ARE TO BE SECURELY TIED IN PLACE. NOTE: NO FURTHER INSPECTIONS ALLOWED UNTIL A FOUNDATION LOCATION SURVEY IS RECEIVED, REVIEWED AND APPROVED BY THIS DEPARTMENT.
- 3) PLUMBING UNDER SLAB – ALL PIPES ARE TO BE BACKFILLED AND SUPPORTED TO THE SPRING LINE OF THE PIPE. AN AIR PRESSURE TEST OR WATER COLUMN TEST IS REQUIRED AT TIME OF INSPECTION. HORIZONTAL PIPES ARE NOT TO BE EMBEDDED IN THE SLAB.
- 4) SLABS AND HAUNCHES – VAPOR BARRIER, WELDED WIRE MESH, EXPANSION JOINTS AND ALL STEEL REINFORCEMENT ARE TO BE SECURELY TIED IN PLACE (IF APPLICABLE). ALL WELDED WIRE MESH OR SIMILAR ITEMS ARE TO BE ELEVATED TO THEIR PROPER LOCATION WITH THE USE OF CHAIRS OR CONCRETE BRICK.
- 5) DAMP OR WATER PROOFING AND FOOTING DRAINS - INSPECTION IS ALLOWED SEVEN DAYS AFTER THE CONCRETE PLACEMENT OF THE FOUNDATION WALLS. FIRST FLOOR DECK IS TO BE COMPLETE BEFORE BACKFILL INSPECTION AND FOUNDATION LOCATION SURVEY SHOULD HAVE BEEN SUBMITTED (SEE ITEM 2).
- 6) DECK FOOTINGS (SONO-TUBES) – IF APPLICABLE.

PLEASE NOTE: INSPECTIONS 7 THROUGH 12 ARE UNCOVERED INSPECTIONS. NOTHING IS TO COVER OR OBSTRUCT ITEMS TO BE INSPECTED.

- 7) HOUSE WRAP INSPECTION, SEAMS TAPED, DOORS AND WINDOWS INSTALLED PER MANUFACTURER.
- 8) ROUGH FRAMING AND PLUMBING ARE INSPECTED TOGETHER – ALL WIRING, HVAC SYSTEMS ARE TO BE ROUGHED IN. WATER SERVICE AND DWV SYSTEMS ARE TO BE PRESSURIZED FOR INSPECTION.
- 9) FIRE WALL – COMPLETE AND SMOKE TIGHT (IF APPLICABLE).
- 10) SPRINKLER PIPING INSPECTION (IF APPLICABLE).
- 11) INSULATION – UPON THE PASSING OF THE ROUGH FRAMING AND PLUMBING.
- 12) SEPTIC SYSTEM – ALSO REQUIRED IS AN INSPECTION BY A LICENSED PROFESSIONAL TO CERTIFY THE INSTALLATION. NO INSPECTION IF RAINING.
- 13) FINAL INSPECTION – PROJECT IS 100 PERCENT COMPLETE, INCLUDING SITE PLAN. (ALL ITEMS LISTED BELOW MUST BE SUBMITTED PRIOR TO SCHEDULING A FINAL INSPECTION. THE LIST IS NOT COMPLETE; OTHER ITEMS MAY BE REQUIRED BASED ON THE PROJECT.

DRIVEWAY (HIGHWAY) SIGN-OFF, WATER TEST AND WELL LOG, WATER DEPARTMENT SIGN-OFF, SEPTIC AS-BUILT (ENGINEER), SEWER DEPARTMENT SIGN-OFF, AS-BUILT PLOT PLAN (SURVEYOR), ELECTRIC FINAL BY UNDERWRITER, BACKFLOW TEST AND APPROVAL, ORANGE COUNTY DEPARTMENT OF HEALTH APPROVAL, SPRINKLER FLOW TEST, HYDRO-STATIC TEST, ABOVE GROUND PIPING CERTIFICATION (I.A.W. NFPA 13) INSPECTORS TEST, ALARM TEST (I.A.W. NFPA 72 & FIRE CODE OF NYS) LIST OF DEVICES, SCHEMATIC LAYOUT, THIRD PARTY TESTING & INSPECTIONS APPROVALS WITH DESIGNER OF RECORD SIGN AND SEALED APPROVAL.

- ❖ MINIMUM 24 HOUR NOTICE REQUIRED FOR APPOINTMENTS.
- ❖ OTHER INSPECTIONS MAYBE REQUIRED (IE: ENERGY CODE COMPLIANCE).
 - ❖ NO PICTURES WILL BE ACCEPTED.
 - ❖ NO BURNING WITHOUT A NYSDEC PERMIT.

❖ ANY CHANGES TO THE APPROVED PLANS MUST BE FIRST APPROVED BY THIS OFFICE BEFORE AN APPOINTMENT IS SCHEDULED.

❖ A CERTIFICATE OF OCCUPANCY IS REQUIRED BEFORE USE AND OCCUPYING.

APPROVED ELECTRICAL INSPECTOR'S
(INDEPENDENT CONTRACTORS, NOT COVERED BY BUILDING PERMIT FEE)

Common Wealth Electrical Inspection Service
Ron Henry
2 Mallard Drive
Newburgh, NY 12550
(845) 562-8429 Office / Fax
(845) 541-1871 Cell (Voicemail 24/7)

Electrical Underwriters of New York, LLC.
Ernest Bello
50 HyVue Drive
Newburgh, NY 12550
Phone (845) 569-1759
ernie@eu-ny.com

Common Wealth Electrical Inspection Service
Fred Cocks
90 Lakes Road
Monroe, NY 10950
Phone (845) 783-9309, (914) 443-0286
fbc3@optimum.net

New York Certified Electrical Inspectors
Jerry Caliendo
203 Purgatory Road
Campbell Hall, NY 10916
Phone (845) 294-7695 Office 7:00 to 8:00 PM
nybei1@live.com

Z3 Consultants, Inc.
Gary Beck, Jr.
19 Fowler Avenue
Poughkeepsie, NY 12603
Cell (845) 518-2142
Fax (845) 471-9370

NY Atlantic Inland, Inc.
Randall Albertson
PO Box 717
Red Hook, NY
Call after 9:00 AM Leave message
Pager (800) 978-3049

Independent Electrical Inspection Agency
Ed Hoag
1626 Main Street
Utica, NY
Call between 7:30 AM to 8:30 AM
Phone (914) 607-9551

Swanson Consulting, Inc.
Joe Swanson
PO Box 395
Salisbury Mills, NY 12577
Phone 845-496-4443
Fax 845-496-5160

Tri-State Inspection Agency
Vinny Ambrosio
PO Box 1034, Warwick, NY 10990
Phone (845) 544-2180
Fax (845) 544-7257
theoffice@tristateinspec.com

New York Electrical Inspections
Greg Murad
PO Box 510
Arkville, NY 12406
(845) 586-2430
(888) 693-4693

Middle Department Inspection Agency
David Williams
PO Box 474, Valatie, NY 12184
(518) 758-7812 OR (800) 479-4504 Phone
(518) 368-3767 Cell, (518) 758-8113 Fax
davmac78@aol.com

NY Electrical Inspections & Consulting, LLC.
John Wierl
1 Wedgewood Lane, Middletown, NY 10940
Phone (845) 343-6934
Fax (845) 343-4834
jwierl@nyeic.com

Northeast Electrical Inspections, LLC.
Mike Dimenna
65 Albermarle Road
Scotia, NY 12302
Phone (518) 852-0826



