

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: \$ _____
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):

- DECK
- ENCLOSED DECK
- ACCESSORY BLDG.
- 3 SEASON ROOM
- SIGN
- PERMIT RENEWAL
- FIRE PLACE / WOOD STOVE
- DEMOLITION PERMIT
- GENERATOR
- ELECTRICAL WORK
- SOLAR INSTALLATION

PERMIT FEES:

\$10.00 PER \$1,000 OF COST
\$25.00 CERT. OF OCCUPANCY
DECKS: \$60.00 BASE FEE
\$5.00 PER \$1,000 OF COST
\$25.00 CERT. OF OCCUPANCY
PRIOR BUILT: RES. \$50.00 COMM. \$200.00
DEMO: RES. \$100.00/STORY, RES. ACCESSORY \$50.00/STORY,
COMM. - SEE FEE SCHEDULE

- NO WORK IS TO BE STARTED WITHOUT A BUILDING PERMIT.
- ALL APPLICATIONS MUST BE ACCOMPANIED BY A SURVEY SHOWING ALL EXISTING STRUCTURES AND SEPTIC SYSTEM.
- ONE COMPLETE SET OF PLANS & SPECIFICATIONS MUST BE FILED WITH THIS APPLICATION.
- PROOF OF OWNERSHIP
- PROOF OF LIABILITY INSURANCE, LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER. (ACORD FORM).
- PROOF OF NYS WORKERS COMPENSATION INSURANCE OR EXEMPTION FORM, LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER. (Use Approved NYS Workers Compensation formats, ACCORD form not accepted).
- PROOF OF NYS DISABILITY INSURANCE, IF APPLICABLE. (See workers compensation above).
- ANY CHANGES TO THE ORIGINAL PLANS MUST BE APPROVED IN WRITING BY THE BUILDING INSPECTOR.
- THE TOWN OF NEWBURGH HAS OFFICIALLY ADOPTED THE NYS UNIFORM FIRE PREVENTION AND BUILDING CODE AND THEREFORE ALL WORK MUST CONFORM TO THE LATEST EDITION.
- 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. OCCUPYING 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: _____

APPLICANT'S SIGNATURE: _____

REFERRED TO ZBA: _____

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/ PICTURE/ POOL DETAILS	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	MANUFACTRE 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	MANUFACTRE 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.

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
Viny 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

