

Date Received Code Compliance Stamp

# TOWN OF NEWBURGH

*Crossroads of the Northeast*

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:

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**NEW CONSTRUCTION:**

- SINGLE FAMILY
- TWO-FAMILY
- ACCESSORY APARTMENT
- ADDITION
- CONDO/TOWNHOUSE
- OTHER \_\_\_\_\_

**COMMERCIAL:**

- COMMERCIAL BUILDING
- COMMERCIAL ALTERATIONS
- COMMERCIAL FIT-OUT
- CHANGE OF OCCUPANCY

- 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: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

REFERRED TO ZBA: \_\_\_\_\_

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 \*CASH OR CHECK ONLY\***

(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

PRIOR BUILT FEE-COMMERICAL: \$200, RESIDENTIAL: \$50

## ***ITEMS NEEDED FOR A COMPLETE APPLICATION***

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

*Crossroads of the Northeast*

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)

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**Fire District:**

- |                                      |                                    |  |                                      |
|--------------------------------------|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Middle Hope | <input type="checkbox"/> Goodwill  | <input type="checkbox"/> Dan Leghorn     | <input type="checkbox"/> Winona Lake |
| <input type="checkbox"/> Plattekill  | <input type="checkbox"/> Coldenham | <input type="checkbox"/> Cronomer Valley |                                      |
-

## **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 – 308 Gardnertown Rd – 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 – 308 Gardnertown Rd – 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 – 21 Hudson Valley Prof. Plaza – 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. – 308 Gardnertown Rd – 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 their 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 is 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 waterproofing** 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).

**PLEASE NOTE: This 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.

## Town of Newburgh Approved Electrical Inspectors

Company Name	Electrical Inspector	Phone	Email
Commonwealth Electrical Inspection Service	Ron Henry	845-562-8429 845-541-1871	
	Jim Cocks	845-325-0158	<a href="mailto:jfclou1@yahoo.com">jfclou1@yahoo.com</a>
Electrical Underwriters of New York, LLC	Ernest Bello	845-569-1759 845-220-7634	<a href="mailto:ernie@eu-ny.com">ernie@eu-ny.com</a>
New York Certified Electrical Inspectors	Jerry Caliendo	845-294-7695	<a href="mailto:nybei1@live.com">nybei1@live.com</a>
Z3 Consultants, Inc.	Gary Beck, Jr.	845-471-9370	<a href="mailto:garybeck@z3consultants.com">garybeck@z3consultants.com</a>
Swanson Consulting, Inc.	Office	845-496-4443	<a href="mailto:michelle@swansonconsulting.biz">michelle@swansonconsulting.biz</a>
	John M. Hamilton	845-549-0708	<a href="mailto:jmh118@live.com">jmh118@live.com</a>
	Adam Frank	845-494-6255	<a href="mailto:asf6255@aol.com">asf6255@aol.com</a>
Tri-State Inspection Agency	Vinny Ambrosio	845-544-2180	<a href="mailto:theoffice@tristateinspec.com">theoffice@tristateinspec.com</a>
New York Electrical Inspections	Greg Murad	845-586-2430	<a href="mailto:newyorkelectricalinspections@gmail.com">newyorkelectricalinspections@gmail.com</a>
Middle Department Inspection Agency	Pete Jennings	518-610-8133	<a href="mailto:davmac78@aol.com">davmac78@aol.com</a>
NY Electrical Inspections & Consulting, LLC	John Wierl	845-551-8466 845-343-6934	<a href="mailto:jwierlnyeic@gmail.com">jwierlnyeic@gmail.com</a>
Inspections on Time	Office	845-233-6711	
	Emmanouil Zervakis	845-800-6108	<a href="mailto:manny@inspectionsontime.com">manny@inspectionsontime.com</a>
	Anastasia Zervakis	845-648-0202	
	Maria Mendez	845-649-8985	
SAS Electrical Inspection	Yuri Badovich	845-801-2172	<a href="mailto:info@saselectricalinspection.com">info@saselectricalinspection.com</a>

*(Independent Contractors, not covered by building permit fee)*