

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.
- ROOF
- SIGN
- PERMIT RENEWAL
- FIRE PLACE / WOOD STOVE
- DEMOLITION PERMIT
- GENERATOR
- ELECTRICAL WORK
- SOLAR INSTALLATION
- OTHER _____

PERMIT FEES: *CASH OR CHECK*

\$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
DEMO: RES. \$100.00/STORY, RES. ACCESSORY \$50.00/STORY

- 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, Acord 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: _____

REFERRED TO ZBA: _____

APPLICANT'S SIGNATURE: _____

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	LUMBER ID SHEET	OWNER'S CONSENT		PAYMENT
ACCESSORY BUILDINGS	PLANS OR PICTURE	WORK / COMP LIABILITY	SURVEY PLOT PLAN	OWNER'S CONSENT			PAYMENT
POOLS	PLANS/ PICTURE/ POOL DETAILS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	POOL / DOOR ALARM	BARRIER TYPE & LOCATION	ELECTRICIAN'S LICENSE	PAYMENT
DECK	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	OWNER'S CONSENT			PAYMENT
SOLAR	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN			OWNER'S CONSENT	PAYMENT
GENERATOR	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	MANUFACTURE CLEARANCES	PROPANE TANK SIZE LOCATION	ELECTRICIAN'S LICENSE	PAYMENT
CONVERTING SPACE	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	OWNER'S CONSENT			PAYMENT
FIREPLACE	PLANS OR PICTURE	WORK / COMP LIABILITY	FLOOR PLAN	MANUFACTURE CLEARANCES	OWNER'S CONSENT		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	DEBRIS LOCATION	SERVICE DISCONNECT	OWNER'S CONSENT	PAYMENT
ELECTRIC	SCOPE OF WORK	WORK / COMP LIABILITY	FLOOR PLAN	ELECTRICIAN'S LICENSE	OWNER'S CONSENT		PAYMENT
COMMERICAL	PLANS COM-CHECK	WORK / COMP LIABILITY	APPROVED SITE PLAN	SPRINKLER APPLICATION	HIGHWAY	OWNER'S CONSENT	PAYMENT
SIGNS	PLANS	WORK / COMP LIABILITY	SURVEY PLOT PLAN	SIGNS LOCATIONS	OWNER'S CONSENT		PAYMENT
CHANGE OF OCCUPANCY	PLANS COM CHECK	WORK / COMP LIABILITY	FLOOR PLAN	NATURE OF BUSINESS	OWNER'S CONSENT		PAYMENT
FIT - OUT	PLANS COM CHECK	WORK / COMP LIABILITY	FLOOR PLAN	SPRINKLER APPLICATION	OWNER'S CONSENT		PAYMENT
ALTERATIONS/ ROOF	PLANS / SCOPE OF WORK	WORK / COMP LIABILITY	FLOOR PLAN	OWNER'S CONSENT			PAYMENT
SEPTIC SYSTEMS	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.

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.

Town of Newburgh Approved Electrical Inspectors

(Independent Contractors, not covered by building permit fee)

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