

Town of Hardenburgh ***Ulster County N.Y.12725***

Supervisor
Jerry A. Fairbairn
(845) 586-4108

Town Clerk
Tom Delehanty
(845) 586-3135
FAX (845) 586-3135

C.E.O./Z.E.O
Karl von Hassel
(845) 254-4340
Fax (845)254-6005

BUILDING PERMIT INSTRUCTIONS

Attached is the building permit application you requested. The owner or its agent of the property must sign all applications. We suggest that the owner read these instructions being completed.

1. No work is to be commenced until a septic approval and building permit has been issued.
2. Building permit posting notice **MUST** be displayed on building site and a copy of the required inspections is to be available for initialing by the inspector. We suggest a plastic envelope be inserted under the posted building permit.
3. When an inspection is required, notify the Code Enforcement Officer.

WE MUST HAVE 72 HOURS NOTICE. Phone 845 254 4340

NO BUILDING PERMIT WILL BE ISSUED UNTIL ALL REQUIREMENTS LISTED BELOW HAVE BEEN FILLED.

4. Items to be submitted with Application.

- d. Complete permit application with good direction to the job site 911 or fire # or other direction.
- b. Appropriate fee. **(Check made out to the Town of Hardenburgh)**
- c. A Certificate of Insurance for Workman's Compensation and Disability must be attached to application Form # CE-200 or DB-120.1 or DB-155. ***The old ACORD forms are not acceptable.***
How to obtain the new forms: online www.wcb.state.ny.us or any Workers Compensation Board district Office Albany 518 486-3349. And the forms shall be attached to the building permit application.
- d. Septic approval if needed.
- e. A plot plan.
- f. Flood zone permit if needed.

For Alterations, Site Build Dwellings and For Commercial (Including Shells)

Two (2) copies of plans and specifications including Floor plan and list of Material being used. Also cross-section of the foundation bolts and footings for deck posts. A separate insulation schedule will be required unless this information is adequately shown on plans. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except alterations costing under \$20,000. The authority conferred by such permit may be limited by conditions. Shall be submitted to the Code Enforcement Officer, one copy will be marked accepted and returned. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the specification and requirements of the Uniform Building Code. All plans and shall be in accordance with the State Education Law.

Accessory Building. You must submit a complete set of plans and specification of proposed building or a sketch acceptable to the Code Enforcement Officer.

Factory Manufactured Housing Required Documentation for Permits:

Doublewide or Mobil Home. A set of Installation Manual and H.U.D. specifications must be submitted including floor plan. Be sure to complete the back of the application. Please attach consumer Manual manufacturer's specification and serial number.

Instruction (continued)

1) An Energy Modification **Approval Letter or Extension Letter**, a MECcheck or other compliance method prescribed by ECCCNY Section 104, and all other information required to demonstrate compliance with the *Energy Conservation Construction Code of New York State - 2010 Edition*.

FOR ANY OVERSIZED MOBILE HOME, DOUBLEWIDE OR MODULAR YOU MUST NOTIFY THE HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

5. The applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect.

6. A building permit shall expire, one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information on the application is up-to-date; and (3) the renewal fee is paid.

7. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

Before occupying any building a Certificate of Compliance or Certificate of Occupancy has to be obtained.

Listings of Proposed Work, Construction and Occupancy Classification for use in item 7 of Application (see Chapter 3 & 6 of BCoNYS or Parts 701&704 of the Uniform Code)

A. Nature of Proposed Work

New Building
Addition
Alteration Exterior
Alteration Interior
Change of use
Relocation
Demolition
New Oil / Gas Burner, Wood Stove or Fireplace

B. Construction Class

Type 1 - Fire Resistive
Type I and II Type 2 - Noncombustible
Type III Type 4 - Ordinary
Type IV or Type 3 - Heavy Timber
Type V or Type 5 - Frame

C. Occupancy or Use Classification

Group A-1 thru A-5 Assembly
Group B Business
Group E Educational
Group F-1 thru F-2 Industrial
Group H-1 thru H-4 High Hazard
Group I-1 thru I-4 or C6 Institutional
Group M Mercantile
Group R-1 Multiple-Dwelling Hotel/Motel
Group R-2 Multiple-Dwelling Apartments
Group R-3 A1 One-Family and A2 Two-Families Dwelling, Adult Residence
Group R-4 Multiple-Dwelling Senior Citizen
Group S-1 thru S-2 Storage
Group U Miscellaneous

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Town of Hardenburgh BUILDING PERMIT APPLICATION FORM

FOR OFFICIAL USE ONLY

Date Received: _____ Date Issued: _____ Date Refused: _____ Building Permit # _____

Reason for Refusal: Article: _____ Section: _____ Part: _____ Fee \$ _____

Culvert: Yes No Size Quantity: _____ Bldg. Style: _____ Structure Code: _____

Date _____ Tax Map # _____

1.) Permit Applicant:
Name: _____ Phone: _____

Address: _____ E-Mail _____

2.) Name & Address of Owner (if different from applicant): _____
Phone: _____

3.) Location of Property:
Street: _____ 911 # _____

4.) Architect or Engineer of Record:
Name: _____ Phone # _____

5.) Contractor:
Name: _____ Address: _____

Phone # _____

Insurance: Workman Comp. Secured by Contractor Yes() No () N/A ()
Disability Benefits Secured by Contractor Yes() No () N/A ()
Certificate of Insurance Attached: Yes() No () N/A ()

6.) Estimated Cost [Including labor] \$ _____ Lot Size: Acres _____ Max. Height _____

Proposed use and or Existing use: _____

Town of Hardenburgh Building Permit Application Form[cont.]

7.) Proposed Work, Construction and Occupancy Classification [see attachment on page 2]

A. Nature of Work _____

Construction Classification _____ Occupancy or use Classification _____

Building size _____ No of Bedrooms _____ Square footage 1st floor _____ 2nd floor _____

Basement size _____ Type of footing _____ Type of Foundation _____

8.) Site Information _____

A. Fire Limits: Is site within established Fire Limits _____

B. Flood plain: Is the site within a flood plain _____

C. Water Supply: _____

D. Sewage Disposal System _____

10.) Setbacks Front 25 feet side 30 feet rear 50 feet

11.) Setbacks Front _____ feet side _____ feet rear _____ feet

12.) Double / single wide Home only: Manufacturer's Specification attached Yes []

13.) Serial # _____ Model# _____

14.) HUD # _____ Year _____

Applicant, deposes and says that to the best of his/her knowledge, the statement contained in this application are true and a complete statement of all proposed work to be done. All work must comply with the laws of the Town of Denning and with the N.Y.S. Uniform Fire & Building Code. Any deviations from the specifications submitted must be reported to the Code Enforcement Officer.

FOR ANY DOUBLEWIDE, MOBIL HOME OR MODULAR YOU MUST NOTIFY HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

Must apply for a Certificate of Compliance or Certificate Occupancy upon completion

Signature of Applicant.

Date

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Consent to Inspect Premises

The applicant hereby consents to and Permits the Code Enforcement Officer, or his duly authorized Agent To enter the premises for any reasons connected with the building permit application form.

To be filled by the owner

Signature of Owner

Date

Sworn to me before:

This _____ day of _____ 20____

Notary Public

Must apply for a Certificate of Compliance or Certificate Occupancy upon completion

APPLICATION FOR SITE PLAN REVIEW

Town of Hardenburgh

Owner: _____

Plans drawn by: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

New building Yes No

Exterior addition Yes No

Site change Yes No

Proposed use of site: _____

Site location: _____

Setbacks Front _____ feet side _____ feet rear _____ feet

Tax map description:

Map # _____

Block _____

Lot _____

Acreage _____

Permits needed:

Federal Yes No State Yes No County Yes No Local Yes No DEP. Yes No Flood plain Develop. Yes No

Anticipated construction time: _____

Will construction/development be staged Yes No

Anticipated increase in bedrooms : _____

Anticipated future improvements: _____

Is site compatible with neighboring uses: _____

Date submitted to Zoning Board: _____

Statement of Compliance

I agree to comply with the regulation stated in the Town of Denning Zoning Law in all future addition, improvements and changes to my property.

Applicant

Date

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Information of Septic System

No Building Permit will be Issued until this completed form is submitted to the Code Enforcement Officer

Effective May 1 1997 the New York City Bureau of Water Supply has adopted new regulation concerning septic System. Two deep test pits and percolation test are required to assure that a safe system can be installed. In some cases an alternative system may be required.

The Town of Denning will not issue any Certificate of Occupancy until it has received an acceptable septic report from the Bureau of Water Supply, regardless of the fact that a building permit was issued.

It is strongly recommended that you contact the NYCDEP - Engineering Section P. O. Box 370 Shokan NY 12481 or telephone (845) 657-6972 before starting construction.

Name & Address of Owner:

Tax Map #

Signature of Owner:

Sworn to me before:

This _____ day of _____ 200_____

Notary Public

Town of Hardenburgh

Contact Persons

Town Clerk.

Tom Delehanty

51 Rider Hollow Rd
Arkville NY 12406
(845) 586-3135
FAX(845) 586-3135

Supervisor.

Jerry Fairbairn
HCR 3 Millbrook Rd
Margaretville NY 12455
(845) 5864108

Fees to be sent with application to Code Enforcement Officer

CEO/ZEO

Karl Von Hassel
524 County Hwy 3
Halcott Center.N.Y.12430
(845)254-4340
Fax: (845)254-6005
E-Mail hund@hughes.net

ZBA appeal

Debra Storm
Todd Mtn. Rd
Arkville NY 12406
845-586-2610

Planning Board.

William Scholl
Dry Brook Rd
Arkville NY 12406
845-586-4056

Town Board

Electrical Inspectors.

Malcolm Fairlie [845] 254-4290
Common Wealth Inspection (845) 586-2430

Assessor

845-586-2320