

Permit applicant is responsible to request all inspections be scheduled, including the Final Certificate of Occupancy/Completion. Please call the Building Dept. at 542-4574 to schedule your inspections 24 HOURS in advance.

1. You are alerted that the issuance of this permit shall not be construed as a representation that the property is suitable for construction or that approval from the D.E.C., E.P.A. or the Army Corps. Of Engineers will be forthcoming for the property.
2. Driveway- Stone base in driveways to be in place prior to construction start. Contractor or owner is responsible for keeping streets free from mud, stones and construction debris.
3. Construction Debris- All debris related to alterations, additions or new construction shall be deposited in a container and removed periodically as conditions warrant. Debris may not be burned or buried.
4. A reasonable means of egress must be provided to all floor levels of each structure.
5. This permit may be subject to requirements for making facilities handicapped accessible.
6. The Town of Newstead has adopted New York State Uniform Fire Prevention & Building Code.
7. No construction is allowed over or under utility lines, Pipeline Company transmission lines or septic systems.
8. First floor grade elevation must be a minimum of 12"- 18" above the crown of the road.
9. Contractors to furnish acceptable Certificate of Insurance for Worker's Compensation, Disability and General Liability coverage to the Town of Newstead. Property owners performing construction themselves must sign an Affidavit of Exemption from Worker's Compensation Insurance.
10. Septic systems and water wells must be inspected and approved by the Erie County Health Department (858-7677).
11. Electrical Inspection is required by either:
 Commonwealth Electric at 716-316-7091 or Empire Inspections at 585-798-1849.
12. Back-flow preventers are required on all public water services as per N.Y. State Sanitary Code.
13. Drainage Site Plan may be required for all buildings over 500 sq. ft.
14. **For projects involving over an acre of soil disturbance:** The requirements of the New York State Dept. of Environmental Conservation (DEC) SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-08-001) must be met prior to issuance of building permit.
15. Plans and specifications must be prepared by a licensed professional where required and be acceptable under the State Energy Conservation Construction Code provided such engineer or architect has certified that the plans and specs have been prepared by him and are in compliance with New York State Building Code. Construction plans and documents are to be accessible to CEO and kept on project site.
16. Prior to any construction or excavation, Dig Safe of New York must be contacted at 811 or at 800-962-7962.
17. **Before temporary or final Certificate of Occupancy is issued**, 4" house number must be prominently displayed on mailbox AND on building along with proper placement of truss identification signs.
18. Structure not be occupied or used prior to Certificate of Occupancy or Certificate of Completion.

Construction Inspections Required

Site inspection prior to permit issuance	Water line inspection
May be necessary to purchase culvert pipe.	Framing BEFORE insulation (includes plumbing, HVAC, electrical)
Footing BEFORE pouring concrete	Fireplace before insulation
Basement walls BEFORE pouring concrete	Insulation BEFORE enclosing
Foundation BEFORE backfill	FINAL inspection for Certificate of Occupancy (with photo)
	FOUNDATION SPOT SURVEY (stamped by a surveyor)
	BEFORE framing commence

OFFICE USE ONLY

BUILDING CARD INFORMATION

Town of Newstead

SBL # _____

Permit # _____

Permit Issue Date: _____

Final C/O or C/C: _____

WHAT IS THE PERMIT FOR?

LOCATION:	STREET NUMBER	STREET
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PROPERTY OWNER/APPLICANT:			OWNER OCCUPIED? YES OR NO	
NAME	MAILING ADDRESS	CITY, STATE	ZIP	PHONE #

Complete the information below based on this project.

RESIDENTIAL USE:

- One family or Two Family
- Addition to: _____
- Garage attached detached
- Carport
- Pole Barn
- Shed
- Other: _____

RESIDENTIAL BUILDING STYLE:

- ranch row
- raised ranch log cabin
- split level duplex
- cape cod bungalow
- colonial town house
- contemporary other
- mansion old style
- cottage

Do any of the following pertain to this property?

- AGRICULTURAL USE: YES or NO
- WETLANDS: YES or NO
- FLOODPLAINS: YES or NO

DIMENSIONS:

Total floor area (exterior dimensions): _____ SQ. FT.

Width _____ Depth _____

TOTAL COST:

Labor & Materials: \$ _____

NUMBER OF KITCHENS: _____

- Flooring:** Tile Hardwd Laminant
- Countertops:** Stone Laminant

NUMBER OF BATHS: Full _____ Half _____

- Flooring:** Tile Hardwd Laminant
- Countertops:** Stone Laminant
- Jacuzzi/jetted tub:** Yes or No

NUMBER OF BEDROOMS: _____

- Bedroom Floors:** Hardwd or Carpet
- Living Rm Floors:** Hardwd or Carpet

EXTERIOR WALL MATERIAL

- Wood Stucco
- Brick Stone
- Aluminum/Vinyl
- Composition
- Concrete

HEATING TYPE/MECHANICAL

- Central Air yes no Fireplace:
- Hot Air wood gas
- Hot Water/Steam Elevator
- Electric Alarm
- Other: _____ Sprinkler _____ %

FUEL TYPE

- None Wood
- Oil Solar
- Electric Coal
- Other
- Gas: propane natural

SEWAGE DISPOSAL

- Public
- Private (septic tank)

WATER SUPPLY

- Public Private (well, cistern)

BASEMENT/FOUNDATION

- Pier/Slab Partial
- Crawl Full
- Ceiling Height _____ Ft.
- Finished Basement Yes or No

BACK-UP EMERGENCY POWER yes no

PORCH TYPES

- Open
- Covered
- Screened
- Enclosed
- Upper Open
- Upper Screened
- Upper Enclosed

BARN

- 1story dairy
- 1-1/2 story dairy
- 2 story dairy
- 1story general
- 1-1/2 story general
- 2 story general
- pole
- horse

GARAGE

- attached 1-story
- attached 1-1/2 story
- attached 2-story
- detached 1-story
- detached 1-1/2 story
- detached 2-story
- capacity: _____

SHED (Dimensions x)

- wood
- metal

FLOOR TYPE: (Barn, Garage, Shed)

- (circle one)
- gravel concrete dirt wood

LEAN TO/CANOPIES

- roof only
- with slab
- slab/screen

OUTDOOR KITCHEN

Yes or No

Inspected by _____

Date _____