

TOWN OF NEWSTEAD

BUILDING PERMIT APPLICATION FOR:

Permit No. \_\_\_\_\_

Permit Renewal: \_\_\_\_\_

- \_\_\_ OUTDOOR FURNACE..... \$ 50
- \_\_\_ SIDING..... \$ 50
- \_\_\_ WINDOWS 1 – 4..... \$ 50
- \_\_\_ WINDOWS 5+..... \$100
- \_\_\_ ROOF\*\* ..... \$ 50

\*\*SHINGLE OVER ONE EXISTING LAYER ONLY; METAL ROOF CAN GO OVER ALL EXISTING SHINGLE LAYERS.

\*\*CALL 542-4574 TO SCHEDULE ROOF INSPECTION WHEN: (1) ICE SHIELD HAS BEEN APPLIED + (2) PROJECT IS COMPLETE.

Property Address: \_\_\_\_\_ SBL # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

NAME	ADDRESS	PHONE
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Insurance expiration date: \_\_\_\_\_ or Homeowner's Affidavit \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

NAME	MAILING ADDRESS	PHONE
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I certify that I have read and understand the General Construction Rules on reverse side, that the proposed work is authorized by owner of record and that I have been authorized by owner to make this application as his/her agent, and we agree to conform to all applicable laws of this jurisdiction:

Signature of Applicant  \_\_\_\_\_ Date \_\_\_\_\_

ESTIMATED COST: \$ \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_

Approximate Completion Date: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

Permit Fee.....\$ \_\_\_\_\_

\*Permit Expires in 12 months: \_\_\_\_\_

Check # \_\_\_\_\_

Cash: \_\_\_\_\_

Permit Renewal Date: \_\_\_\_\_

Debit: \_\_\_\_\_

Approved by Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT! SEE OTHER SIDE!**

**Please call the Building Dept. at 542-4574 to schedule your inspections.  
24 HOUR NOTICE is required**

**General Construction Rules:**

1. 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 and will not be picked up by the Town's refuse service.
2. Contractors: must furnish acceptable Certificate of Insurance for Worker's Compensation, Disability and General Liability coverage to the Town of Newstead.
3. Property owners performing construction themselves must sign an Affidavit of Exemption from Worker's Compensation insurance.
4. Electrical Inspection is required by either:
5. Commonwealth Electric at 716-316-7091 or Empire Inspections at 585-798-1849.
6. Attic and soffit ventilation required on all heated buildings.
7. Roof – Ice shield must be at least 24" inside exterior wall line of building. Requires inspection.
8. Every bedroom and basement with habitable space shall have at least one emergency and escape with an opening of a minimum of 5.75 square feet.
9. Chimneys to extend 2 feet above nearest roofline within 10 feet.
10. Construction or modification of places of public assembly will be subject to approval by the N.Y. State Department of Labor.
11. No construction is allowed over or under utility lines, pipeline company transmission lines or septic systems.
12. Prior to any construction or excavation, Dig Safe of New York must be contacted at 811 or (800) 962-7962.
13. Town of Newstead has adopted New York State Uniform Fire Prevention & Building Code.
14. **Before temporary or final Certificate of Completion is issued**, 4" house number must be prominently displayed on mailbox AND on building along with proper placement of truss identification signs.

**\*Your permit expires in 12 months. If it is not renewed by the expiration date, you are in violation and the renewal fee will be doubled.**