

**Town of Newstead**

5 Clarence Ctr Rd.  
Akron, NY 14001  
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Web Site:  
[www.erie.gov/newstead](http://www.erie.gov/newstead)

**Roof, Window, Siding, Outdoor  
Furnace Permit Application**



**SBL#**

for office use only

**PERMIT NUMBER**

- General Liability
- Worker's Comp
- Disability
- OR**
- Homeowner Affidavit

\*Please check all boxes that apply to your project

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

**ESTIMATED COST:**

\$

**NAME OF OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**Number of existing roof layers:** \_\_\_\_\_ **You can roof over one existing layer only--- SHINGLE OR METAL.**  
**Call to schedule roof inspection when: (1) ICE SHIELD HAS BEEN APPLIED + (2) PROJECT IS COMPLETE.**

**Type of disposal:** \_\_\_\_\_ **dump trailer** \_\_\_\_\_ **dumpster** / **Approximate Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_  
NAME MAILING ADDRESS PHONE

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 X** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**PERMIT FEE:**

\$

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_  
(Check payable to "Town of Newstead")

**Building Inspector:**

- Approved
- Disapproved

**Permit Issued on:** \_\_\_\_\_  
(Work must commence within 6 months)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
David Miller

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

**Permit Renewal approved by Code Enforcement Officer**  
(Renewal Subject to NYS Code Changes)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
David Miller

**Permit Renewal Expires in 6 months:** \_\_\_\_\_

**TOWN CLERK STAMP CASH OR CREDIT**

**Please call the Building Dept. at 542-4574 to schedule your inspections.**

## **24 HOUR NOTICE is required**

Permits are granted subject to requirements of the Town of Newstead Zoning Ordinances, a copy of which may be obtained at [www.erie.gov/newstead](http://www.erie.gov/newstead).

### **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. Attic and soffit ventilation required on all heated buildings.
5. Roof – Ice shield must be at least 24" inside exterior wall line of building. Requires inspection.
6. 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.
7. Chimneys to extend 2 feet above nearest roofline within 10 feet.
8. Construction or modification of places of public assembly will be subject to approval by the N.Y. State Department of Labor.
9. No construction is allowed over or under utility lines, pipeline company transmission lines or septic systems.
10. Prior to any construction or excavation, Dig Safe of New York must be contacted at 811 or (800) 962-7962.
11. Town of Newstead has adopted New York State Uniform Fire Prevention & Building Code.
12. **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.**