



INFORMATION REQUIRED FOR AN APPROVED BUILDING PERMIT

*Property in floodplain? ___yes ___no In wetlands? ___yes ___no Part of a subdivision? ___yes ___no

*Property in Water District #5, #7A or #10? ___yes ___no. If you desire public water, instead of a well, Lateral Restriction Policy Hardship Application is required.

*If building in floodplain, must survey to Flood Damage Prevention Code-Chapter #202 and get a permit.

1. **Proof of ownership** if you recently acquired property (i.e., provide copy of closing document).
2. **PERC test results from** Erie County Health Dept: 961-6800. ECHD no longer designs septic systems. You must obtain house # from the Assessor, and it must be visibly posted on construction site.
3. **Driveway permit.** If a Town road, permit will be reviewed + approved by Town Highway Superintendent. If a County road, get permit from Erie County Highway: 759-8328 .
4. **Soil** certification.....by design professional OR build to maximum requirements for worst soil conditions. Load bearing value of soil in Newstead is 1500 PSF.
5. **Plan Review Checklist**....completed by design professional
6. **Engineered Drainage Plan/Survey:** Runoff collection must be illustrated by showing proposed building plotted, first floor elevation, both existing and proposed spot elevations, wetlands, floodplain, ditches, waterways and swales.
7. 2 sets of building **plans**—stamped; materials description + specs (include 1 full-sized set).
8. **Energy Calculations** (ResCheck or MecCheck)
9. Builder’s Certificate of **Insurance** naming Town of Newstead as Certificate Holder
10. Building Permit **application** completed
11. Payment of building permit **fee**
12. Foundation **spot survey** submitted prior to beginning framing

Applicant responsible for scheduling all inspections, including Final Certificate of Occupancy or Completion. Please call Building Dept. at 542-4574 to schedule 24 HOURS in advance.