



## INFORMATION REQUIRED FOR AN APPROVED BUILDING PERMIT

Property in floodplain? \_\_\_yes \_\_\_no    Wetlands? \_\_\_yes \_\_\_no    Part of a subdivision? \_\_\_yes \_\_\_no

**\*If building in floodplain, must survey to Flood Damage Prevention Code-Chapter #202**

Is property in Water District #5, #7A or #10 and do you desire public water? Lateral Restriction Policy Hardship Application is required.

1. **Proof of ownership** if you recently acquired property (i.e., provide copy of closing document).
2. **PERC test results** ....call Erie County Health Dept. @ 961-6800 (need house # from Town Assessor)  
**HOUSE NUMBER MUST BE VISIBLY POSTED ON CONSTRUCTION SITE.**
3. **Driveway permit**.... if a County road, call Erie County Highway @ 759-8328  
.... if a Town road, permit will be forwarded to Town Highway Dept. for review
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

**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.**