

**TOWN OF NEWSTEAD**  
**APPLICATION FOR REPLACEMENT of WINDOWS and/or ROOF**

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

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

Windows \_\_\_\_\_ Roof \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ in the Town of Newstead, New York.

Agricultural use only? \_\_\_yes \_\_\_no SBL # \_\_\_\_\_ Lot Size: \_\_\_\_\_

\_\_\_\_\_ **WINDOWS:** number to be replaced \_\_\_\_\_

\_\_\_\_\_ **ROOF:** % of total roof \_\_\_\_\_ Number of current roofs on structure \_\_\_\_\_

**CONSTRUCTION MATERIALS:**

**WINDOWS:** Type \_\_\_\_\_

**ROOF:** Shingle type \_\_\_\_\_

Rafters \_\_\_\_\_

Decking material \_\_\_\_\_

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

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

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

<b>CONTRACTOR:</b> _____	NAME	ADDRESS	PHONE
--------------------------	------	---------	-------

Insurance expiration date: \_\_\_\_\_

**or Homeowner's Affidavit** \_\_\_\_\_

<b>APPLICANT:</b> _____	NAME	MAILING ADDRESS	PHONE
-------------------------	------	-----------------	-------

I hereby 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 \_\_\_\_\_

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

Permit Expiration Date: \_\_\_\_\_

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

**Permit Fee.....\$ 50.00**

Approved by: \_\_\_\_\_

Code Enforcement Officer

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

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

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

**CALL 542-4574 TO SCHEDULE INSPECTION WHEN:**

**(1) ICE SHIELD HAS BEEN APPLIED TO ROOF AND (2) WHEN PROJECT IS COMPLETE.**

**IMPORTANT! SEE OTHER SIDE!**

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).

## **24 HOUR NOTICE is required for All Building Inspections**

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

### **General Construction Rules:**

1. Attic and soffit ventilation required on all heated buildings.
2. Roof – Ice shield must be at least 24” inside exterior wall line of building. Requires inspection.
3. Roof – Maximum two layers
4. 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.
5. Chimneys to extend 2 feet above nearest roofline within 10 feet.
6. Construction or modification of places of public assembly will be subject to approval by the N.Y. State Department of Labor.
7. 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.
8. The Town of Newstead has adopted New York State Uniform Fire Prevention & Building Code.
9. No construction is allowed over or under utility lines, pipeline company transmission lines or septic systems.
10. 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.
11. Electrical Inspection is required by either:  
Commonwealth Electric at 716-866-8882 or Empire Inspections at 585-798-1849.
12. Prior to any construction or excavation, Dig Safe of New York must be contacted at 811 or (800) 962-7962.
13. **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.