



Town of Halcott

GREENE COUNTY

Halcott NY 12430

**Town Supervisor
Innes Kasanof
(845) 254-9920
Fax (845) 254-9836**

**Town Clerk
Stacey Johnson
(845) 254-6441
Fax (845) 254-6899**

**CEO/ZEO
Karl von Hassel
(845) 254-4340
Fax (845) 254-6005**

BUILDING PERMIT INSTRUCTIONS

Attached is the building permit application you requested. The owner or their agent of the property must sign all applications. We suggest that the owner read these instructions being completed. It is imperative that all information called for be included in the application.

1. No work is to be commenced until a building permit has been issued, or the permit fee will double.
2. Building permit posting notice **MUST** be displayed on building site and a copy of the required inspections is to be available for initialing by the inspector. We suggest a plastic envelope be inserted under the posted building permit.
3. When an inspection is required, notify the Code Enforcement Officer.

WE MUST HAVE 72 HOURS NOTICE. Phone 845 254 4340

No BUILDING PERMIT WILL BE ISSUED UNTIL ALL REQUIREMENTS LISTED BELOW HAVE BEEN FILLED.

4. Items to be submitted with Application.

- a. Complete permit application with good direction to the job site fire or 911 # or other direction.
- b. Appropriate fee. (**Check made out to the Town of Halcott**)
- c. A Certificate of Insurance for Workman's Compensation and Disability must be attached to application Form # CE- 200 or DB-120.1 or DB-155. ***The old ACORD forms are not acceptable.***
How to obtain the new forms: online www.wcb.state.ny.us or any Workers Compensation Board district Office Albany 518 486-3349. And the forms shall be attached to the building permit application.
- d. Septic approval if needed.
- e. A plot plan.
- f. Flood zone permit if needed.
- g. Approved site plan if needed

5. For Alterations, Site Build Dwellings and For Commercial (Including Shells)

Two (2) copies of plans and specifications including Floor plan and list of Material being used. Also cross-section of the foundation bolts and footings for deck posts. A separate insulation schedule will be required unless this information is adequately shown on plans. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except alterations costing under \$10,000. The authority conferred by such permit may be limited by conditions. Shall be submitted to the Code Enforcement Officer, one copy will be marked accepted and returned.

Instruction (continued)

A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the specification and requirements of the Uniform Building Code. All plans and shall be in accordance with the State Education Law.

Accessory Building. You must submit a complete set of plans and specification of proposed building or a sketch acceptable to the Code Enforcement Officer.

Factory Manufactured Housing Required Documentation for Permits:

Doublewide or Mobile Home. A set of Installation Manuel and H.U.D. specifications must be submitted including floor plans. Be sure to complete the back of the application. Please attach consumer Manuel manufacturer's specification and serial number.

- (1) An Energy Modification **Approval or Extension Letter**, a MECcheck or other compliance method prescribed by ECCCNY Section 104, and all other information required to demonstrate compliance with the *Energy Conservation Construction Code of New York State - 2010Edition*.

FOR ANY OVERSIZED MOBILE HOME, DOUBLEWIDE OR MODULAR YOU MUST NOTIFY THE HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

6. The applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect.
7. A building permit shall expire, one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information on the application is up-to-date; and (3) the renewal fee is paid.
8. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
9. **Driveway Culverts.** Should have a minimum diameter of 15" and length of 20'. Check with your Highway Superintendent for installation specification day (845) 254-5736, night (845) 254-5653.
10. **Site Plan Review and Approval.** Applies to all Commercial, Dwellings, Addition that exceed 50% of the existing structure and Single/Doublewide homes which require a building permit. Excluding new dwelling that replaces an existing and does not change the footprint. Shall be presented to the Planning Board prior to applying for a building permit. A simple sketch showing dimensions of the proposed addition, exterior dimensions of the existing structure, and distance of the addition from property boundary lines will be presented to the Planning Board either by the applicant or by the Code Enforcement Officer. No further site plan review procedures will be required.

Must apply for a Certificate & Occupancy upon completion

Listings of Proposed Work, Construction and Occupancy Classification for use in item 7 of Application (see Chapter 3 & 6 of Building Code of New York State)

A. Nature of Proposed Work

New Building
Addition
Alteration Exterior
Alteration Interior
Change of use
Relocation
Demolition
New Oil / Gas Burner, Wood Stove or Fireplace

B. Construction Class

Double Wide
Modular Home
Garages, Carport
Storage Shed
Swimming Pool
Type I and II Noncombustible
Type III Ordinary
Type IV Heavy Timber
Type V Frame

C. Occupancy or Use Classification

Group A-1 thru A-5 Assembly
Group B Business
Group E Educational
Group F-1 thru F-2 Industrial
Group H-1 thru H-4 High Hazard
Group I-1 thru I-4 Institutional
Group M Mercantile
Group R-1 Multiple-Dwelling Hotel/Motel
Group R-2 Multiple-Dwelling Apartments
Group R-3 One-Family, Two-Families Dwelling and Adult Residence
Group R-4 Multiple-Dwelling Senior Citizen
Group S-1 Thru S-2 Storage
Group U Miscellaneous

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TOWN OF HALCOTT BUILDING PERMIT APPLICATION FORM

FOR OFFICIAL USE ONLY

Date Received: _____ Date Issued: _____ Date Refused: _____ Fee \$ _____

Reason for refusal Article: _____ Section: _____ Part: _____

Culvert: Yes ___ No ___ Size: _____ Quantity: _____ Bldg. Style: _____

Structure Code: _____ Building Permit # _____

Date _____ Tax Map # _____

1.) Permit Applicant:

Name: _____ Phone: _____

Address: _____

2.) Name & Address of Owner (if different from applicant:)

_____ Phone: _____

3.) Location of Property:

Street: _____ Town: _____ 911 # _____

4.) Architect or Engineer:

Name: _____ Register # _____ Phone # _____

5.) Contractor:

Name: _____ Address: _____

Phone # _____ Insurance: Workman Comp. Secured by Contractor Yes () No () N/A ()
Disability Benefits Secured by Contractor Yes () No () N/A ()
Certificate of Insurance Attached: Yes () No () N/A ()

6.) Estimated Cost [Including labor] \$ _____ Lot Size: Acres _____ Max. Height _____

Town of Halcott Building Permit Application Form [cont].

Proposed use and or Existing use: _____

7.) Proposed Work, Construction and Occupancy Classification [see attachment no 1]

A. Nature of Work _____

B. Construction Type _____ C. Occupancy Classification _____ D. Square Ft. _____

8.) Site Information: _____

A. Fire Limits: Is site within established Fire Limits ___ B. Flood plain: Is the site within a flood plain _____

C. Water Supply: _____ D. Sewage Disposal System: _____

E. Rear setback (50 feet) _____ Front setback (60 feet) _____ Site setback (30feet) _____

9.) Double / single wide Home only: Manufacturer's Specification attached Yes []

10.) Serial # _____ Model# _____

11.) HUD # _____ Year _____

Applicant deposes and says that to the best of his/her knowledge, the statements contained in this application are true and a complete statement of all proposed work to be done. All work must comply with the laws of the Town of Halcott and with the N.Y.S. Uniform Fire & Building Code. Any deviations from the specifications submitted must be reported to the Code Enforcement Officer.

12. FOR ANY OVERSIZED MOBILE HOME, DOUBLEWIDE OR MODULAR YOU MUST NOTIFY HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

13.) Do you need additional Driveway Culvert Information? Yes [] No []

Must apply for a Certificate & Occupancy upon completion

Signature of Applicant.

Date



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Consent to Inspect Premises

The applicant hereby consents to and Permits the Code Enforcement Officer, or his duly authorized Agent To enter the premises for any reasons connected with the building permit application form.

Signature of Owner

Date

Sworn to me before:

This _____ day of _____ 20____

Notary Public

Must apply for a Certificate & Occupancy upon completion



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Greene County

Halcott, NY 12430

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Stacey Johnson
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CEO
Karl von Hassel
(845) 254-4340

Highway Superintendent
Russell Bouton
(845) 254-5736

TOWN OF HALCOTT

Application for Driveway/Culvert Permit

FOR OFFICE USE ONLY

APPLICATION # _____ ***Permit #*** _____
Culvert Size _____ ***Date:*** _____

The undersigned hereby makes application for a Driveway/Culvert Permit for the purposes described herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws, ordinances and requirements of the Town, the county of Greene, and the State of New York.

1. ***PROPERTY OWNER:*** _____ ***Phone:*** _____

2. ***PROPERTY LOCATION: Address*** _____

Tax Map # _____

3. ***DESCRIPTION OF WORK:*** _____

_____.

_____.

Applicant Signature

Date.

APPLICATION FOR SITE PLAN REVIEW

Town of Halcott

Owner: _____

Plans drawn by: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

New building Yes No

Exterior addition Yes No

Site change Yes No

Proposed use of site: _____

Site location: _____

Tax map description: Map # _____ Block _____ Lot _____ 911# _____ Acreage _____

Setbacks Front _____ feet side _____ feet rear _____ feet

Permits needed:

Federal Yes No State Yes No County Yes No Local Yes No DEP. Yes No Flood plain develop. Yes No

Anticipated construction time: _____

Will construction/development be staged Yes No

Anticipated increase in bedrooms: _____

Anticipated future improvements: _____

Is site compatible with neighboring uses: _____ Date submitted to Zoning Board: _____

Statement of Compliance

I agree to comply with the regulation stated in the Town of Halcott Site Plan Law in all future addition, improvements and changes to my property.

Signature

Date

To be placed on the agenda for Planning Board meetings, please contact the secretary, Nancy Reynolds, at (845) 254-5924 at least five days prior to a scheduled meeting at the Town Hall 264 County Highway 3 every 1 Wednesday of the month. You will be told at the time of your call what number you will be on the agenda.

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Greene County,

Halcott , NY 12430

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Information of Septic System

No Building Permit will be Issued until this completed form is submitted to the Code Enforcement Officer

Effective May 1 1997 the New York City Bureau of Water Supply has adopted new regulation concerning septic System. Two deep test pits and percolation test are required to assure that a safe system can be installed. In some cases an alternative system may be required.

The Town of Halcott will not issue any Certificate of Occupancy until it has received an acceptable septic report from the Bureau of Water Supply , regardless of the fact that a building permit was issued.

It is strongly recommended that you contact the NYCDEP - Engineering Section P. O. Box 370 Shokan NY 12481 or telephone (845) 657-6972 before starting construction.

Name & Address of Owner:

Tax Map #

Signature of Owner:

Sworn to me before:

This _____ day of _____ 20_____

Notary Public

TOWN OF HALCOTT

All clarification or questions should be directed to Town of Halcott Code Enforcement Officer.

Fees made out to the **Town of Halcott** and are sent with application to

Code Enforcer / Zoning Enforcement Officer [by Appointment]

Karl Von Hassel
524 County Hwy 3
Halcott Center.N.Y.12430
[845] 254-4340
FAX (845) 254-6005
E-Mail hund@hughes.net

Town Clerk

Stacey Johnson
County Route 3
Halcott Center NY 12430
(845) 254-6441
Fax (845) 254-6899

Site Planning Board.

Marion Ballard. Chairman
251 Turk Hollow Rd
Halcott Center N.Y.12430
[845] 254-4141
Highway Superintendent.

Russel Bouton
108 Bouton Rd
Halcott Center.N.Y. 12430
[845] 254-5736 Days [845] 254-5348 Nights
FAX (845) 254-5736 FAX (845) 254-5348

Electrical Inspectors.

Malcolm Fairlie [845] 254-4290
Greg Murad [845] 586-2430